



Finance Admin Assistant - Wimbledon

Who are we?

Abel & Cole has pioneered organic, ethical and sustainable food delivery for over 30 years. Doing things better is our bread and butter; from saving over 60 million plastic bags by using reusable boxes for our food deliveries, to finding alternatives to plastic long before it hit the headlines. We are forever challenging ourselves to find the most positive way to do business and want everyone to eat organic because it's one way to save the future. It's these values that enabled us to become B Corp certified; an optional audit we've gone through to recognise how we put people and planet before profit, as well as help us find room for further improvement.

We're looking for more people to join our team of almost 550, to share our passion for doing the right thing even bigger and better than we do already. In a fast paced and competitive market, we know it's our people who make the difference. We've learnt how important it is to recognise, develop and promote from within; and that trusting people lets them come up with the best ideas and that helps our entrepreneurial spirit to thrive.

Want to see more? Check us out at www.abelandcole.co.uk, <https://bcorporation.net/directory/abel-cole> and [Instagram](#)

Role Summary

Reporting to the Accounts Payable Supervisor the Finance Admin Assistant has a hands-on role within the department in keeping on top of printing, matching invoices and purchase orders. In addition to this work supporting other members of the team, this person will have ownership of aged debtors for both Home Delivery and Wholesale revenue streams. They will also be responsible for managing the spreadsheets which monitor energy consumption for monthly KPI reporting and lunch club expenditure.

This varied role will offer insight into different aspects of the finance department. It's a great opportunity for anyone hoping to get a foot in the door and develop their finance skills, with the potential to take on more responsibility in the coming months. We are a small team, so we all help to keep the office running smoothly!

Here's what you'll be getting up to:

- Process the trade purchase orders each Friday – check and match the paperwork.
- Match high volumes of direct purchasing invoices/credits to purchase orders.
- Assist in processing trade queries.
- Supplier statement reconciliations.
- Review aged debtors for Home Delivery and Wholesale sales channels.
- Charitable revenue reallocation reconciliation.
- Maintain the utilities / energy usage KPI sheet on a monthly basis.
- Maintain the lunch club expenditure spreadsheet.
- Maintain the accounts mailbox – forward or print and match invoices.
- M01 Credit
- Take responsibility for the filing and archiving for the department.
- Open the post on a rota basis.
- Provide cover in the department as needed.



Here's what we are looking for:

- Confident using Microsoft Office software and willing to learn how to use the AX accounting package
- Be a real team player with a willingness to help wherever required
- Adaptable, energetic and enthusiastic.
- Has the confidence to approach others to investigate and resolve queries.
- Logical and systematic when working with good attention to detail.
- Has a flexible attitude and is able to respond well to changing priorities.

What we offer

- Monday - Friday, 37.5 hours per week (flexible timings)
- 28 days inclusive of bank holidays (FTE Pro-rata)
- A free box of fruit and veg every week (It's pretty delicious!) alongside company discount of up to 35%.
- Cycle to Work Scheme.
- Grants for sport, performing arts, education and non-vocational courses.
- Contributory pension scheme
- Lunch Club

If you are interested in this position then please submit a copy of your most up to date CV and the cover letter to careers@abelandcole.co.uk .

Abel & Cole promotes equal opportunities for all employees. We want our employees to develop their talents to the full for the benefit of all. Members of staff are expected to take personal responsibility for keeping our workplace free from discrimination - a place where everyone is treated respectfully.