



Stormsaver Job Description

Finance Assistant



SCAN
TO LEARN
ABOUT US

Introduction to Stormsaver

Welcome to Stormsaver. We are a vibrant, exciting, growing business founded on innovation, quality, honesty and teamwork. Our vision for the future is “clean, safe, sustainable water for all” and as part of our team we want you to understand our vision and aspire to be a part of making it a reality.

It is crucial to us that Stormsaver acts ethically, sustainably and is morally responsible. You should uphold our core values of Creativity and Innovation, Sustainability, Quality, Honest Communication and Diversity & Inclusion. We want you to embrace our culture which embodies, family values and trust. Follow the guidance of your leaders and trust in the processes set for you. Approach your work confidently and never be afraid to share your ideas or speak up if your personal values feel compromised.

Quality and excellence in delivery should be at the core of everything you do. You should embrace positivity, creativity and change and foster a culture of execution within your team.

You should take your own personal development journey seriously and take all opportunities to learn and grow. Find your best self and always show respect, compassion and understanding to all your colleagues.

Above all you should honour, respect and work tirelessly to meet our clients needs and build long-lasting, mutually profitable relationships with customers and suppliers. You should ensure we are providing flexible, honest and cutting edge solutions to our industry and strive to create new opportunities and nurture all business relationships.

Reporting to: Finance Manager & Financial Controller

Working as part of: The Finance team, **Collaborating with:** The Sales team and the Operations team. Supporting the Management and Directorship team.

How will you personally make a difference?

Your responsibility is to provide all financial administration as detailed in your job description to the highest standards of accuracy. You will have support and guidance from your Finance Manager. Your work will help our colleagues across the business to realise the financial reward from their sales and operational efforts, turning orders into income and that with accurate data, the board can make informed decisions around growth and investment.

Your activities will uphold our reputation in our industries and keep water reuse and its benefits, in the forefront of the sustainability agenda and be crucial to our goal of water reuse becoming the “norm” in all buildings in the UK.

You will work closely with all departments in the business to ensure we deliver excellence to our customers throughout the financial process and build strong relationships to protect our credit position so that we are paid in an accurate and timely fashion. As part of trusting you with these responsibilities we expect you to be accountable for excellent and prompt delivery of your work, to really take ownership of your particular area in the business and to take pride in everything you do.

Water Reuse Specialists

T: 01636 815 254

W: www.stormsaver.com



UKBA '22
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CHAS
Accredited Contractor

Constructionline
Gold Member

Key Responsibilities

- Answer all incoming enquiries to the finance team, promptly and professionally.
- Support the Finance Manager and Finance Director as deemed necessary, including with provision of finance information to assist the business.
- Responsibility for all aspects of day-to-day credit control management and collection of customer debt.
- Creating new Customer and Supplier accounts on Sage and PSA.
- Work to meet your individual and team KPI's to enable the FD to deliver accurate and timely financial reporting.
- Processing Sales orders into Sage.
- Promptly raise Sales Invoices and applications for payments upon completion of work.
- Uploading Invoices onto Customer Portals as required.
- Raising Purchase Orders in Sage.
- Credit Account assessment and processing.
- Inputting Supplier invoices, validating nominal coding and matching POD's.
- Processing Bank/Cash Payments & Receipts onto Sage.
- Processing of Credit Card Expenses onto Excel and Sage.
- Ensure the order book is regularly updated and the importance of invoicing.
- Working to achieve the highest levels of accuracy in your work.

Additional Responsibilities

Customer Service

- Build and maintain strong customer relationships throughout your work. Be professional, patient and polite.
- Be firm but fair when approaching credit control to ensure that the business is protected from risk, but that customers are supported when faced with queries.
- Ensure we treat suppliers with respect and work closely with them to ensure accurate payments are made within the timescales set by the Directors.

Administration

- Maintaining the Sage System with updates.
- Keeping Product Costs up to Date on Sage.
- Maintaining the Sales Orders required information in spreadsheet.
- Keeping the CRM system up to date in relation to Sage integration on Sales.
- Keeping the CRM system up to date with any customer interactions, updating key information about their account and utilising the task facility to keep up to plan your work.
- Assist with general finance team duties, answering the telephone, filing, and dealing with enquiries both internally and externally.
- Monitor the finance inbox and ensure that all emails are responded to in a timely manner.
- Manage all administration created by your own work.

Passion & Teamwork

- Uphold Stormsaver's Vision, Mission and Values in all that you do
- Care about and be passionate about your role. Strive for excellence, accuracy and quality and think beyond the immediate task at hand to more long term solutions for the business.
- Support your colleagues within the finance team as well as your line managers to deliver results.



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Additional Responsibilities (Continued)

Passion & Teamwork (Continued)

- Work closely with the engineering, finance and operations team to ensure a smooth handover post order.
- Be creative with solutions and ideas and contribute actively to meetings and ideas sessions.
- Follow all company policies and procedures.
- Any other reasonable tasks that may be required from time to time.

Key Skills

You will need to have;

- You will need to have:
- At least 2 years relevant recent experience within a company finance team
- Proven recent experience in credit control responsibility
- High level of competency with MS Office, notably Excel
- Ability to think on your feet and be self-motivated
- Ability to multi-task
- Desire to advance your finance skills and experience as the role and the company further develops
- Independence and self-reliance
- Organised and methodical, with attention to detail
- Excellent communication skills, both written and verbal
- Be personable, friendly and have excellent listening skills
- Enthusiastic and hardworking attitude
- A team player

Experience

Required experience of:

- Using Sage an advantage or proven work experience on other accounting software.
- AAT or ACCA Level 2 minimum and proven recent experience working in a busy finance team.

Whilst not essential, it would be an advantage to:

- Have experience using a CRM System
- Have worked within the construction industry, water industry or similar field
- Have knowledge of CIS & DRC
- Customer service experience

Our offering to you

- Full time position based at Hockerton, near Southwell in Nottinghamshire.
- Working Hours of Monday-Friday 8.30am – 5pm.
- Salary of between £22,500 to £26,000 per annum, dependent on qualification level and experience.
- Holiday entitlement of 20 days per annum plus statutory days, rising by 1 day per year, to a maximum of 25, following completion of 2 full years' service.
- Annual, non-contractual bonus for meeting company targets.
- Free parking on site.
- Regular training provided.
- Full Christmas shutdown period.
- Friendly team with regular social events.
- Working with a passionate, friendly team of experts in an industry which is about to grow hugely.

Apply now

Email your CV to careers@stormsaver.com

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