



MEMORANDUM

To Chichester College
From Vitacress Limited
Date 06th April 2023
Subject Vacancy: **Finance Assistant**

Vitacress Limited are now recruiting for a Finance Assistant. This is a fantastic opportunity for anyone wishing to start a career within Finance.

The role is responsible for providing accounting support to Group accountant in Group reporting cycle as well as in projects. The role will work closely with group finance team as well as finance teams within the business units to ensure that all deadlines (internally and externally) are met.

Key responsibilities & accountabilities include:

- Carry out Group intercompany reconciliations
- Group accounts payable processing and reporting
- Consolidate Group monthly supplementary financial information
- Assist with the preparation of monthly accounts and reports for the Group
- Prepare draft statutory accounts for UK entities, and assist in preparation of Group Statutory accounts
- Assist in the preparation of Group budget and forecasts including consolidation of Group information.
- Play a part in developing ongoing improvements to the reporting of financial information
- Build strong relationships with the Group Finance team and business units

Experience, Skills & Competencies:

- Intermediate skills in Excel
- Excellent numeracy and communication skills
- Excellent time management skills and ability to prioritise and adhere to timetables

Qualifications:

- 2:1 university degree achieved or AAT qualified
- working toward an accounting qualification (ACCA, CIMA, ACA etc.) with a commitment to becoming a qualified accountant

Person Specification:

- good team worker;
- proactive;
- flexible approach to change;
- attention to detail;
- professional approach;
- enthusiasm for improvements

A full copy of the job description available from the Vitacress HR Team. If you feel you have the right qualities for this role please apply by submitting your current CV to human.resourcesherbs@vitacress.com