

JOB DESCRIPTION



Section 1: General information	
Job title:	Finance Administrator
Department:	Finance
Reports to:	Finance Manager
Section 2: PenCarrie's story and purpose	
<p>PenCarrie's story:</p> <p>With over 30 years' experience, PenCarrie has built a strong reputation as a leading B2B supplier to the garment decoration industry. Based in Willand, Devon, PenCarrie stocks over 4,000 product lines from over 80 of the industry's top brands from promotional t-shirts to high specification outdoor wear. With a primary focus on meeting the needs of customers, PenCarrie delivers not just on choice but on customer service, reliability and the values that make it one of the leading companies in the market. We are a family business employing 300 Team PenCarrie members each of whom is as passionate about the business as the next.</p> <p>PenCarrie's purpose:</p> <p>The distribution partner that enables exceptional customer success.</p>	
Section 3: Purpose and responsibilities of the role	
<p>Main purpose of role:</p> <p>This role is part of our busy Finance team and will provide highly confidential administrative support to the rest of the Finance team including the Finance Director, Financial Controller, Finance Manager and the wider Team to ensure the smooth running of the Company's financial and business affairs as well as compliance with any relevant regulations.</p> <p>Main responsibilities:</p> <ol style="list-style-type: none">1. Support the Finance Manager with routine finance tasks to ensure the Company meets its financial obligations.2. Oversee as required the regular batch processing of dispatched orders into sales invoices and the subsequent updating of main ledgers through established procedures to confirm that all orders are invoiced.3. Assist with accounting administration duties by helping to maintain accurate and reliable accounting records as necessary to facilitate the effective financial management of the company where required.4. Assist with the effective and timely preparation of data for Customer Reports and ad-hoc internal reports for the Management Team.5. Assist in maintaining accurate records, both digitally and physically to ensure smooth and easy retrieval.6. Assist with reconciliation of Supplier Statements, dealing with discrepancies to ensure full and complete accounting records.7. Use email, phone and face to face conversations to effectively communicate with internal and external customers and suppliers.8. Assist with data input of approved Purchase Invoices into Main Accounting Software to maintain ledgers.9. Take on any other responsibilities or tasks that are within your skills and abilities whenever reasonably asked.	
Section 4: Person specification	
<p>Knowledge, skills and experience required:</p> <p>Essential</p> <ul style="list-style-type: none">• Excellent numeracy and literacy skills• Good IT skills, particularly in Microsoft Excel, Word and Outlook	

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- Excellent organisational skills
- Can do attitude and a willingness to learn

Desirable

- Previous experience in a similar position in a similar distribution industry.
- Previous general accountancy/administration experience, desirable but not essential

PenCarrie Values

We're dedicated to customer success

- Every one of us can make a difference to our customers' experience
- We actively look for ways to help our customers succeed
- Our customers are considered in every decision we make

We build strong and respectful relationships

- We create a kind, safe and inclusive workplace where everyone feels they can thrive
- We collaborate to find solutions and build ideas
- We build trust in each other
- We're prepared to have the difficult conversations, giving and receiving feedback

We look forward and embrace change

- We're bold, brave and inspirational
- We look up, look out and look forward
- We anticipate and embrace change

We're proud of everything we do

- We strive to improve in everything we do
- We celebrate our achievements
- We all have a voice
- We know our priorities and implement with conviction and pace

We grow responsibly

- We use our resources wisely
- We're clear and transparent in our communications to all our stakeholders
- We're committed to reducing our environmental impact
- We give back to our communities



Section 5: Job description prepared by

Job title: Finance Manager

Date: November 2023