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| **Job Information** |
| System Job Title | Finance Administrator | Function | Finance  |
| Working Job Title |  | Sub-Function |  |
| Job Code |  | Team |  |
| Location Job is Performed | Leeds – Thorpe Park  | Reports To | Victoria Peckover |

29 May 2025

**Role Purpose:**

To support the Group Finance and Transactional teams to deliver their responsibilities to a high standard and in a timely manner

Responsible for the tasks as outlined in the essential duties and responsibilities across all Hain Celestial UK trading divisions.

To maintain a stakeholder centric approach to finance support whilst still achieving the required performance

**Essential Duties and Responsibilities:**

* Allocating customer cash receipts to invoices / creating debit notes via the Cashbook software
* Completing the daily cash sheet
* Raising, noting up and matching off customer credit notes
* Processing customer debit note / credit note allocations
* Scanning
* Managing the new supplier set up process by creating supplier accounts and amending supplier data in line with the SOX process
* Raising manual invoices (non product)
* Setting up payments/bank transfers in the banking system
* Accounts Payable allocations

Other tasks could include (depending on experience):

* Supplier Statement reconciliations
* Central recharge postings
* Interco revenue postings
* Charity cash
* Checking accounts for incorrect postings
* Ability to help out Credit Control and/or Accounts Payable if needed
* Intercompany postings and reconciliations
* Closing old Purchase Orders in the system
* Collating Audit/SOX paperwork
* Any other period end tasks deemed necessary

Other ad hoc projects and support as required.

**Competencies and Proficiency Requirements:**

* Teamwork – ability to work well in a team and build relationships with finance colleagues as well as other colleagues and stakeholders
* Communication skills - ability to communicate at different levels and adapt approach accordingly
* Organisational skills – ability to organise and prioritise workload and demonstrate methodical approach
* Results Oriented - motivated by success and passionate about working towards and achieving higher results. Operates with personal ownership and looks for ways and means to improve performance all the time.
* Resilience and flexibility – is tenacious and does not give up when problems arise and seeks alternative ways to achieve the desired goal
* Excel knowledge desirable
* Ability to work with ERP systems

**Scope:**

*Financial/Budgetary Responsibility***:** N/A

*Team Size:* N/A

**Conditions of Role:**

* *Travel Requirements:* N/A
* *Physical Conditions:* N/A
* *Work Environment:* Office-Based / Hybrid