

The Company

Goodridge is the world's leading manufacturer of performance fluid transfer systems. We operate in the OEM, automotive, motorcycle, motorsport, defense and specialist industrial sectors. This dynamic private company manufactures in ten facilities globally and supplies customers around the world with a unique combination of design, innovation, reliability and outstanding service. Goodridge has a turnover of over £50m and operates globally with manufacturing and distribution operations in the UK, USA, Mexico, Europe and Japan, employing more than 420 people worldwide.

The Role

To provide general assistance across the Finance department supporting the Financial Controller, Management Accountant as well as the accounts payable and credit control functions.

Key Responsibilities

- Daily and monthly sales reporting and any follow up required.
- Daily bank statement reconciliations
- Process weekly supplier and miscellaneous bacs payments.
- Process weekly and monthly payroll, produce relevant payroll reports and process journals.
- Process the monthly pension requirements and reconciliations
- Process monthly petty cash and foreign currency cash journals
- Process monthly company credit card and other expense claims
- Assist the accounts payable and receivable function
- Provide accounts payable and accounts receivable cover for holidays/sickness
- Raising all direct post invoices and credit notes.
- Other ad hoc duties to support the Financial Controller and Management Accountant

Performance standards

The ideal candidate will be professional both internally and externally. Experienced in working within a busy, time pressured finance team. Must work well as part of a team as well as using initiative to work competently alone.

Experience

Experience of payroll and working within a finance/accounting function is essential.

Education

AAT qualified desirable but not essential.

Work Status

Full time

Travel

This position may require some travel.

Reporting

Financial Controller

Additional Information.

This role may be developed/ changed and as and when necessary amended to take into account changes within the organisation in line with the Company's goals, objectives and contractual and legal obligations.

Person Specification

Skill/Expertise	Criteria
Skills	
Excel	E
Microsoft Office 2003/2007/2010/2013	E
Accurate, timely and efficient	E
Reconciliation and problem solving	E
Key responsibilities	
Work on own and as part of a small team	E
Provide support across finance department	E
Credit control and Accounts Payable support/cover	E
Processing expenses/bank transactions/daily reporting	E
Performance standards	
Be professional internally and externally	E
Experience	
Working in an accounting/finance function: Accounts Assistant/Accounts Payable/Accounts Receivable	E
Education	
General level education in Maths and English	E
AAT	D
Excel	D
General	