



## Group Finance Assistant

**Reporting to:** Group Finance Manager

**Department:** Finance

### Company Background

Company of Animals are a well-established pet care and wellbeing business and a leading developer, manufacturer, and master distributor of pet accessories worldwide, supplying a variety of distributor, veterinary and retail accounts.

Widely recognised for its strong product innovation and award-winning brands, the Company of Animals' impressive portfolio includes Pet Corrector™, Halti®, Pet Head® and Baskerville®. A privately-owned company with sales in over 50 countries, we have offices in Surrey, UK and Denver, USA, Melbourne Australia along with distribution centres in USA, UK, and China.

Based in our dog-friendly offices in Chertsey, this role will be a key member of the Finance team to work across our 4 entities (UK, USA, EU and AU) in a multi-currency environment.

### Main responsibilities

- Inputting inventory purchase invoices for our group of companies in UK, USA, Europe and Australia:
  - Matching purchase receipts to supplier invoices and loading onto supplier ledger.
  - Investigating purchase receipt shortages and price queries with our Operations team.
  - Reconciling supplier statements and updating our Finance Manager on queries or inventory payments that need to be made.
- Assist with administration of group Amazon customer accounts, covering:
  - Processing sales invoices on Vendor Central.
  - Preparing monthly statements in Excel format.
  - Applying payments and maintaining payment spreadsheet.
  - Processing or disputing shortage claims, chargebacks and other deductions.
  - Investigating chargebacks and price queries with our Sales and Operations teams.
  - Approval and processing of Amazon claims for their terms, rebate and marketing invoices.
- Sales Financing for UK & EU:
  - Weekly bank reconciliations.
  - Monthly reconciliations to Sales Financing ledger.
  - Invoice and credit note uploads.
  - Sales Financing drawdowns.
  - Monthly credit memo analysis.
- Current Account Bank Reconciliations:
  - Weekly bank account reconciliation for 5 multi-currency bank accounts.
- Group audit support:
  - Support with preparing annual audit packs for UK, US, AU & EU entities.
  - Assisting with audit sampling requests and queries.



- Provide support to group Finance team when needed:
  - Nominal ledger journal entries.
  - Assisting with Finance shared mailbox.
  - Support with Accounts Receivable and Accounts Payable.
  - Ad hoc duties as required.

**Key Competencies:**

- A strong problem solver with excellent communication skills as you will be dealing with customers, suppliers and colleagues at all levels.
- Have excellent attention to detail with the ability to manage your time and deadlines.
- Have a good understanding of accounts payable/receivable and reconciliation skills.
- Understanding an ERP system is essential, experience in using Navision Dynamics is desirable.

**Experience:**

- Experience of dealing with Amazon or other large retailers would be an advantage.
- Computer literate and knowledge of MS Office Software - Excel experience is essential
- Minimum of 4 years' experience working within a finance team and wants to further their finance career.
- Opportunity to commence or continuation of study support for a relevant accounting qualification: AAT or CIMA.