

About the role

This role will be responsible for the Finance & Procurement team's administration and will be a first point of contact for both internal and external stakeholders. This role provides an excellent career development opportunity by exposing the postholder to a broad range of financial tasks. There is also room for the postholder to expand and develop the role over time.

Your key tasks and responsibilities will include but not be limited to:

Finance (50%)

- Inputting and maintenance of sales & purchase ledger, accurately logging all relevant information into QuickBooks.
- Checking and reconciling company credit cards, expenses and invoices
- Credit control, ensuring overdue invoices are kept to a minimum.
- Collating data for management, month start, and month end reports.
- Using Microsoft Excel to analyse courier and subcontractor costs.
- Assisting the team with the weekly payment runs
- Data entry
- Filing

Procurement (50%)

- Creating purchase orders, bids, and RMAs as per business requirements, in line with procurement policies, and send to suppliers.
- Contacting suppliers to ensure meeting delivery schedules, to expedite and to alleviate potential supply shortages and or missed deliveries.
- Comparing prices, specifications, and delivery dates to determine the best bid among potential suppliers.
- Responding to customer, supplier and internal team inquiries about order status, changes, or cancellations
- Working closely with our suppliers and project teams to ensure orders are delivered on time in full.
- Checking purchase order acknowledgements to ensure orders will be fulfilled to our requirements, highlighting any discrepancies.
- Supporting with product and pricing queries

The above is not an exhaustive list of duties and you may be expected to perform different tasks as necessary to meet the overall business objectives of the organisation.

About you

We are currently seeking an individual who possesses a strong interest in Finance and is ready to take their career to the next level in this sector.

The ideal candidate for this role should have prior experience in either Finance or Administration, along with a solid understanding of basic accounting principles and processes. A strong commercial awareness is also expected.

As this role is crucial to our business, the selected individual must have excellent organisational skills, the ability to work under pressure, and meticulous attention to detail. Teamwork is highly valued, so we are looking for someone who is not only a strong team player but also exhibits a strong work ethic and a willingness to support other areas of the business when necessary.

Proficiency in MS Office, particularly in Excel, is essential. Knowledge of basic Excel sums and functions is a must.

Procurement experience is desirable but not essential.

About us

We are retail. We specialise in providing in-store retail IT systems, services, solutions, project management & support platforms. With over 25 years of experience, we work with some of the biggest household brand names on the high street in the fashion & hospitality sectors, building close working long standing partnerships built on trust, expertise and a mind set to getting the job done.

Our mission is simple - to provide our clients with truly integrated IT solutions that make a real difference to their business, building long standing relationships so that we can fundamentally understand the needs of our clients. We are not a huge corporate company who may treat clients as an account number. We are neither a small one-man-band offering cheap services. What KFP offers is a perfect blend of experience, structure, and a practical approach to enable us to deliver the service that all our clients have come to expect - a professional service that gets the job done.

Why KFP?

As well as a salary of up to £25,000 per annum, we provide the following benefits:

- 25 days' holiday plus bank holidays
- Hybrid working (up to 2 days per week following successful completion of your probationary period)
- Private healthcare (including access to the Babylon app) for you and your dependents after a qualifying period.
- Company sick pay
- Life assurance
- Recruitment referral scheme (£500 for each successful referral you make)
- Reward and Recognition scheme
- Excellent professional development opportunities
- Regular team and company social events

These benefits are in addition to statutory benefits such as eye test vouchers and a workplace pension.