

About the role

As a Supervisor for the Finance & Procurement team, you'll take charge of overseeing the day-to-day function of the team, serving as the primary point of contact for both internal and external stakeholders. This role presents a significant career advancement opportunity, offering exposure to a diverse range of financial tasks with ample room for role expansion and development over time.

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

Finance (50% - Supervision)

- Overseeing the input and maintenance of sales & purchase ledgers, ensuring accurate recording of all pertinent information in QuickBooks.
- Taking charge of credit control, ensuring prompt action to minimise overdue invoices.
- Compiling data for management, month-start, and month-end reports ensuring customer billing is completed on time.
- Completing daily bank reconciliations across multicurrency and country bank accounts.
- Utilising Microsoft Excel for in-depth analysis of sales billing and subcontractor analysis.
- Assisting the team with weekly payment runs.
- Conducting data entry and maintaining meticulous filing systems.
- Providing annual leave cover for the Finance & Procurement Manager

Procurement (50% - Assisting)

- 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're in search of an individual with a keen interest in Finance and a drive to advance their career in this field to join our team as a Finance & Procurement Supervisor.

The ideal candidate for this role will have prior experience in Finance, preferably in a supervisory capacity. A solid grasp of the procure-to-pay process is essential, along with a strong commercial acumen.

As this role is crucial to our business, the successful candidate 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.

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 £33,000 per annum, we provide the following benefits:

- 25 days' holiday plus bank holidays

- Private healthcare (including access to the Bupa Blue 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)
- 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.