

Accounts Assistant.

We're looking for an Accounts Assistant to support us in providing an accurate reflection of the business purchasing liabilities and revenue recognition, including month end accruals and division recharges.

Responsibilities.

- Process supplier invoices either by purchase order matching or manual coding
- Work with Purchasing Manager to ensure queries are resolved in line with internal SLA
- Allocate cash payments and receipts in the purchase and sales ledger
- Work closely with customer services team to ensure all invoices are raised accurately and with no issues that could delay payment
- Sales Ledger maintenance and control
- Send Proof of Delivery's to customers when requested
- Create statements for Anstey customers
- Process supplier statements monthly to ensure ledgers reflect budgeted spend, FC sign off
- Monthly preparation of spend for budget holder reviews via GL analysis
- Monthly sales ledger recharges for "Other income" for the factory, reconcile and report
- Ensure accounting policies, controls and processes are adhered to at all times
- Process expense claims, credit cards and manage petty cash (Petty cash to be reduced, if not fully removed)
- Support the annual audit process, including backing for both PL and SL
- Cover S&B and Anstey credit control when required (AL, Sickness cover)
- Reporting on cash received, proforma invoices paid to support businesses
- Other requested tasks to support finance department
- Be responsible for health & safety in the working area

Measures of Success.

- Work as part of the finance team to manage all aspects of company spend via PL and credit cards
- Ledger accuracy for month end reporting and ensure invoice and credit card accrual are accurate and posted Day 2
- Tangible and measurable continuous improvements across areas of responsibility (minimal unprocessed invoices, credit balances and customer recharges pending)
- Reporting on recharges and cash generation for the site, sampling and cylinder for budget holders
- Prepare sales performance for sales team, by customer and process. Report on group spend by brand.

Connecting with others.

- Group finance- support the management of working capital and ensure ledger remain up to date to help FC with cash payments.
- External Auditors- provide documentation and assist with any questions regarding year end or half year accounts
- Budget holders- assist with ad hoc queries and analysis to help with spend controls
- Local management and employees- assist with ad hoc queries and analysis for spend coding for accounts

Skills & Experience.

- Experienced in purchase and sales ledger
- Strong Excel skills
- Confident communication manner to ensure queries are resolved in a timely manner
- Self motivation and pride in delivering accurate, auditable data against specified deadlines
- High degree of attention to detail with the ability to self-review and error-check work to ensure accuracy
- Desired but not required, Competent user of ERP system (Unity)

- Effective organisation and planning skills; able to plan and monitor own workload to meet tight deadlines
- Part qualified, working towards qualification acceptable
- QBE Acceptable

If you wish to apply, please send your CV to jobs@sandersondesigngroup.com

About Us.

Sanderson Design Group is an international luxury interior furnishings company that designs, manufactures and markets wallpapers and fabrics together with a wide range of ancillary interior products.

In 2020, we brought our portfolio of brands home to Sanderson Design Group, evoking the combined longevity and prodigious creative history of our brands. Sanderson Design Group describes the ebullience of our past endeavours. It sketches the outline of our future. A collective of quintessentially British luxury interior brands and 2 manufacturing brands, at Sanderson Design Group we are Sanderson, Morris & Co., Zoffany, Harlequin, Clarke & Clarke, Scion, Anstey Wallpaper Company and Standfast & Barracks.

Our purpose is "To bring the Beautiful into People's Homes and Lives". This has defined and shaped our brands since our very earliest days. The oldest brand in our arsenal, from where we derive the namesake of our group, began life in 1860, as an importer of fine French wallpapers to London. Arthur Sanderson & Sons Ltd played a pivotal role in defining English interior decoration tastes and its early success led to displaying designs at London's finest showroom, at Berners Street. Around this time in 1924, Arthur Sanderson & Sons Ltd were awarded The Royal Warrant, becoming "purveyors of wallpaper and paint" to the court of George V.

We recognise that each one of our brands contributes a unique chapter to our story. It is why we represent the full spectrum of British interior design, catering from cutting-edge sleek modern styles, to the hearty warmth of traditional forms.

Our decision to rebrand as Sanderson Design Group in 2020 is our way of paying homage to our rich history, as well as marking our path towards a new future. As custodians of over 160 years of design experience, we are proud to Bring the Beautiful into People's Homes and Lives. We are Sanderson Design Group.