



Finance Assistant



Herrco Cosmetics

have an exciting opportunity for a Finance Assistant to join our team based in **Halesworth, Suffolk**.

We are offering a competitive starting salary between **£25,000 - £28,000**

Herrco Cosmetics...

...are an innovative UK based cosmetics manufacturer, specialising in bespoke product development and formulation. For over two decades, we have been creating some of the most well-known cosmetic products in the UK, and year on year, our formulations are winning increasingly prestigious awards in top cosmetics ceremonies.

Manufacturing cosmetics and personal care products spanning skin care, bath, body, and aromatherapy products, as well as more niche markets such as mother & baby, Sun Protection factors and organics, Herrco is a thriving family business whose company philosophy is firmly rooted in providing flexible innovative solutions for our clients' production criteria.

We are now looking for a talented individual to come and join our team. We recruit people who believe in the things we do, people who are motivated, hardworking, and have a 'can do, will do attitude'.

Finance Assistant Job Duties:

- Responsible for the monthly payroll for a staff of approximately 160 people, including P60's, P11D's and PSA's. Responding to and sorting out of payroll queries.
- Produce monthly management accounts.
- This includes monthly account adjustments, pre-payments/accruals and month end processing.
- Reconciliation of balance sheet
- Making sure ledgers are up to date including the P&L reporting.
- EC Sales declaration and intrastate
- Processing credit cards.
- Responsible for processing VAT returns
- Responsible for cash book and updating the cash flow forecast.
- Company Cars, log changes.
- Update fixed asset register ensuring that all new fixed assets are correctly recorded and processed.
- Support the head of Finance and the team.
- Undertake any other reasonable task as indicated by the Head of Finance.

Essential Skills & Experiences:

- Recognised accounting qualification eg AAT (desirable) or relevant experience.
- Demonstrable experience in a busy Finance Team
- High level of statistical and numerical ability
- Excellent attention to detail
- Self motivate and pro active attitude
- Advanced level of Microsoft packages: excel and word

How to Apply:

Please email HR@herrco.co.uk with your CV and Cover Letter.

