



Finance Assistant Llay Finance, Wrexham

Basic Salary: Up to £15,250 per annum, dependant on experience.

Working hours: 25 hours per week, 5 days a week (can be flexible)

Additional Benefits: Company Pension, Life Assurance, Annual Discretionary Bonus Scheme, Employee Discounts & Savings Scheme.

2Agriculture are offering an exciting opportunity for a permanent Finance Assistant to join the finance team at Llay. It is a fantastic time to join 2Agriculture and play a key role in realising our ambitious growth plans.

About 2Agriculture

2Agriculture is an independent milling business which has been supplying feed to the poultry industry for the past 50 years.

Every day here at 2Agriculture we work with talented, dedicated colleagues to produce sustainable, premium quality feed enabling our farming partners achieve the highest standards of poultry and positively impact on our health, communities and the environment.

Service is at the heart of the team at 2Agriculture where over 300 employees work across six sites. Our feed mills operate to the highest standards set for product quality, with a specialist production team monitoring output ensuring zero or minimal mill downtime. Our fleet of over 50 Lorries operate 24/7 ensuring feed arrives on time and in full, with a real focus on biosecurity prior to delivery, on site and during departure.

Role Profile

The Finance Assistant is responsible for supporting the Finance team to ensure Company financials are maintained to the highest quality, and that all deadlines are met in order to deliver business objectives.

Within this role you will support the Finance Manager with the day to day running of the department. You will be responsible for maintaining efficient filing systems for the office to ensure proper and secure storage and timely retrieval and control of information. You will liaise with key operational areas to raise purchase order numbers and match invoices, ensuring all invoices are coded accurately. You will also hold responsibility for posting cash book, purchase and sales ledger entries to the accounts system. You will also conduct supplier statement reconciliations and act as cover for the other roles in the finance team.

Person Specification

To be successful in this role, the desired candidate should have experience within a similar role in a fast-paced office environment. Applicants with higher level qualification but limited experience would also be considered. Minimum Standard Grade level 4 or equivalent National Grade in Maths and English.

You must be computer literate and proficient in the use of Microsoft Office software with an ability to pay close attention to detail when reporting data.

You should also have strong analytical skills and the ability to prioritise and use own initiative in order to meet the demands of a fast-paced work environment. In addition, you should have excellent communication skills and demonstrate flexibility within a small finance team in support of business needs.

If you are interested in applying for the post, please send your CV and cover letter to HR@2agriculture.com. Please note, due to the volume of applications we will only be contacting the candidates selected for interview.