

JOB DESCRIPTION

Finance & Inventory Systems Assistant

TITLE:	Finance & Inventory Systems Assistant
REPORTS TO:	Group Financial Controller
SALARY:	£27,500 pa FTE
HOURS:	37 hours per week. Monday – Friday, on site
SUPERVISION/LINE MANAGEMENT OF:	N/A
ROLE DEPARTMENT:	Finance & Inventory Assistant, Finance Team – Torbay Coast & Countryside Trust
PRIMARY ROLE:	To support the Finance Team in shaping our purchasing systems and processes. This will involve being a champion of our new Vennersys ticketing and stock system, Power BI reporting and integration with Xero.
MAIN RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Systems lead and support all staff for Vennersys Ticketing and Inventory Management System 2. To work with the Retail and Catering Teams in developing an efficient procurement process to meet demand and maintain margin 3. To update min / max quantities as required to ensure stock availability 4. To support the receipting of supplier deliveries and checking prices 5. To provide timely data analysis to all departments 6. To lead and report on Stock Takes, investigating any discrepancies. 7. To ensure system cost and sales prices are up to date 8. Identify slow-moving stock, and discrepancies and offer solutions 9. To liaise with suppliers on billing, returns and improved pricing 10. Assist in Purchase Ledger reconciliation when required 11. Undertake such other finance duties as may be assigned from time to time commensurate with the position's level of responsibility

TORBAY COAST AND COUNTRYSIDE TRUST

Person Specification

FINANCE & INVENTORY SYSTEMS ASSISTANT

	Essential	Desirable
Qualifications		AAT level 3 or equivalent
Skills and knowledge	<ul style="list-style-type: none"> • Previous Purchasing & Inventory System Experience • Proficient in Excel & Word • Good communication skills – both verbal and written • Understanding of COS margins 	Vennersys Power BI Retail stock management
Personal attributes	<ul style="list-style-type: none"> • Self-motivated and out-come driven • Ability to work independently, as well as part of the wider Finance Team • Demonstrable 'Can-do', hands-on approach to work. • Ability to work with and motivate others. • Ability to cope under pressure. • Literate and numerate. • Confident and friendly disposition • Attention to detail • Solutions focussed 	
OTHER	<ul style="list-style-type: none"> • Current driving license. • Flexible approach to working hours 	