

Finance & Inventory Systems Assistant

Salary - £27,500 pa FTE

37 hours per week (Monday to Friday) on-site, based at Occombe Farm

Permanent

Torbay Coast & Countryside Trust (TCCT), is an independent charity dedicated to looking after the most important wildlife and heritage sites across the English Riviera in Torbay, South Devon. The Trust's ambitious £2 million investment plans for Occombe Farm include a farm animal attraction, indoor and outdoor play facilities, a large farm shop and catering outlets.

We have an exciting opportunity for a driven individual to support the Group Financial Controller in shaping our finance and purchasing systems & processes. This will involve being a champion of our new Vennersys ticketing and stock system, Power BI reporting and integration with Xero.

A role for someone who is:

- **Systems savvy** – in particular inventory management (Vennersys experience ideal). You will become the Inventory Lead, with us from the start to help set up and implement the new system to ensure we get timely Cost of Sales and inventory data.
- **Accurate** with a keen eye for detail where OK just isn't good enough.
- **Inquisitive** – someone who loves not only interrogating the data to provide margin analysis, stock and buying patterns, but also collaborating with the Purchasing team to ensure best prices are achieved for all of our stakeholders.
- **Can-do attitude** – to support our busy team in the transition to new purchasing and stock management protocol and dig deep to solve queries.
- **Hands-on** – to lead and assist in Stock Takes in the various depts at Occombe Farm. We stock a wonderful range of products so it's really no chore.
- **Solution-focused** – with any change there are also challenges and you will be helping to find ways to smooth those out.
- **Agile** – this is a new system and not a one-size-fits-all so will be evolving with the organisation.

In addition to all things Inventory, you may also assist in monitoring other costs, ensuring our Management Accounts are accurate with accrual, prepayment and inter-company postings, reconciliation of key Xero accounts and general finance tasks.



Torbay Coast & Countryside Enterprises

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Preston Down Road
Paignton, Devon TQ3 1RN
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www.countryside-trust.org.uk

Most importantly, to come to work at Occombe Farm with a smile and desire to get stuck in and make a difference.

To apply for the position please visit our recruitment page (<https://www.countryside-trust.org.uk/vacancies/>) where you will find the job description.

Send a copy of your CV and covering letter to: jobs@countryside-trust.org.uk

Torbay Coast and Countryside Trust is a charity (1077561) who is actively committed to embracing diversity. We particularly welcome applicants from areas under-represented within our workforce.