

# JOB DESCRIPTION



---

**Job Title: Finance and Administration Assistant  
(Berry Gardens Growers Ltd)**

**Location: Berry Gardens Packhouse**

## KEY PERFORMANCE AREAS

---

- Day to day running of the Operational Programme from placing purchase orders to reconciling quarterly claim.
- Day to day running of other grant funding projects to include those under the Innovate UK scheme
- Operate the purchase and sales ledger functions for the company

## PRINCIPAL ACCOUNTABILITIES

---

- Coding and processing of all purchase invoices and payments
- Maintain Sales Ledger & Credit control
- Maintain and reconcile bank accounts
- Assist in preparing Innovate UK budgets, claims and statements including liaison with project partners
- Assist in preparation for RPA claims and audits & assist in management of on-site audits
- Respond to queries in a timely manner
- Update fixed asset register on a monthly basis
- Ad-hoc duties as requested by line manager/FD

## PERSON SPECIFICATION

---

1. Ability to relate to all personnel at all levels in a professional and credible fashion
2. An ability to work with minimum direction using own initiative, with the ability to work under pressure
3. A good working knowledge of Microsoft office
4. Good time management skills with the ability to handle a number of tasks at once and meet deadlines
5. Very good organisational skills

## KEY RELATIONSHIPS

---

**Reports to:**                    **Finance and Administration Manager - BGG**