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Finance Assistant

The Role:

The Finance Assistant is responsible for collating data to produce monthly finance information, to prepare Management Accounts and complete reconciliations. Working with the Management Team to support the development and growth of each business unit. To support Barhale regional teams to ensure positive working relationships. The role will also provide support the Credit Control and Cost Clerk functions.

Key Responsibilities:

Finance

- Prepare and post month end journals and approve intercompany transactions
- Prepare management accounts ensuring all sales revenue and costs are correctly allocated using the appropriate methods and is presented in the correct format
- Coordinate Bacs, cheque requests and post bank payments
- Complete quarterly review of staff time allocation

Commercial

- Schedule commercial reviews with department managers to review monthly figures Discuss and resolve queries highlighted, unusual cost trends and 3 monthly forecast
- Schedule monthly business reviews for each area of the business providing an agenda, documenting minutes and creating actions within planner

Customer Support

- Produce weekly charge reports to the regional business units. Follow up on all queries raised, and journal charges into the system on agreed dates
- Assist the regions where required, helping to build a positive relationship between BCS and Barhale

System, Process & Quality

- Support financial year end audit process and resolve audit queries efficiently
- Coordinate research and development submission
- Develop commercial process to create efficiencies and drive continuous improvement with the Management Team in analysis of monthly information
- Provide support and cover for Credit Control and Cost Clerk functions to ensure tasks are completed within agreed deadlines

Key measures & targets:

- Accuracy of monthly finance reports produced
- Successful reconciliations

Key relationships:

- Director
- Finance Team
- Management Team



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- Barhale Accounts Team

Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

- High level understanding of Microsoft Office, with the ability to produce and manipulate reports using formula and pivot tables
- Strong verbal and written communication skills
- Ability to produce accurate, relevant information in a timely manner
- Adopt and improve current business working methods
- Proactive in problem solving

Desirable

- ACA/ACCA/CIMA Qualified or QBE, with experience in a Finance Assistant role
- Relevant experience in the construction industry
- System knowledge of Redsky (Summit) preferable

Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

About BCS Group:

BCS Group, a subsidiary of Barhale Holdings Plc, is a privately-owned company. We are a leading supplier of safety and construction products and services that has depots in both the Midlands and Scotland. We pride ourselves on providing a first-class service to all our customers, ensuring the right product or solution is delivered to the right location on time. With over 5,000 items within our core range, BCS Group can fulfil any order and ensure it is delivered direct via our own dedicated transport fleet or those of our partners.

Manufacturing: Our capabilities include standard and bespoke signage, labels, temporary and permanent road traffic signs and bespoke steel fabrication/installation which includes foot bridges, walkways, flooring, guardrails, ladders and tunnelling products.

Extensive Stock Range: Distributor of leading industry brands in PPE & clothing, traffic management, safety & lifting and site equipment products. These include Bollé, Pulsar, Globus, Rock Fall, Progarm, Portwest, Melba Swintex, Oxford Plastics, JSP, Nissen, Carters, Orafol, Crowcon, Radiodetection, Dräger, Ridgegear, and Plant Nappy.

Safety Equipment Servicing: Specialist safety & lifting repair, calibration and inspection since 1999. We have our own purpose-built maintenance and calibration facility for gas detection, cable avoidance, breathing apparatus and lifting equipment which along with our



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fully equipped mobile calibration unit is where all maintenance and repairs are carried out. Our staff are trained and fully qualified in maintenance, calibration and inspection of a full range of specialist safety & lifting equipment.

Our People: With a direct work force philosophy, the company culture is driven by our core values, which describes how we act day-to-day. We ensure all your needs are met through our national call centre and dedicated account management.

Triple Accreditation: ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 and ISO 50001:2011 standards, which means our customers can have complete confidence that we have an ongoing commitment to be a safe, efficient and responsible partner.

How to apply:

vacancies@bcsgroup.co.uk