

Job Title: Accounts Administrator
Reports to: Finance Manager
Based at: Blewburton Barns, Aston Upthorpe, Oxon OX11 9EE
Hours: Full Time, Office Based

About David Harber

David Harber design, manufacture and install sculptures, sundials and water features. Established for over 30 years our contemporary and classical artworks are made in our Oxfordshire workshop and we have gained an impressive worldwide client base from highly affluent private clients to interior designers, garden designers, art consultants and property developers. Our work can be found in private gardens and public spaces.

JOB PURPOSE

This role is to provide support to the Finance Director, by maintaining financial records for sales and purchase ledgers. To provide timely and accurate information to support the preparation of monthly and yearly reporting and analysis.

KEY RESPONSIBILITIES:

- Sales ledger – deposit accounting, invoicing and monthly reports
- Purchase ledger – processing high volumes of purchase invoices, payments, statement reconciliation and maintain purchase order log
- Credit card reconciliations, staff expenses, foreign exchange, and petty cash
- Hour's analysis, timesheet input and reconciliation
- Weekly reporting of sales and orders
- Month end reporting and analysis where necessary

GENERAL:

- All administrative tasks needed to support the Finance department
- Working closely with all departments to acquire necessary information
- Supporting Finance Manager
- Ad hoc reporting

WORKING BEHAVIOR:

- Uphold the values of David Harber Limited by providing excellent client service to all contacts both internal and external
- Ensure that all activities relating to the Company are carried out in an honest, timely and ethical manner
- To always promote a positive image of David Harber Limited

ESSENTIAL SKILLS/EXPERIENCE

- Previous experience in an accounts/finance based role, working towards a qualification.
- Highly organised with exceptional attention to detail and determination to see tasks through to completion
- Recognise and understand the importance of honesty and confidentiality
- Organised with the ability to prioritise own workload effectively
- Numerical and logical reasoning – strong analytical skills
- Experience of Sage Accounting systems preferred
- Strong Excel skills
- Good verbal and written communicator
- Good interpersonal skills

- Outgoing, friendly and a personable 'can do' attitude

BENEFITS:

David Harber Ltd are a family owned, sociable company based in a rural location a short distance from Didcot.

Benefits include:

- 22 days holiday rising to 28 days with length of service
- Birthday leave in addition to holiday allocation
- 4% company contribution to pension scheme
- Private healthcare program with Vitality
- Employee Assistance Programme for employees and immediate family members
- Discretionary annual bonus
- Regular social events
- On-site parking

Please email your covering letter and CV to recruitment@davidharber.com