

Finance Manager

We are hiring!



Company Description

Alpha Converting designs and manufactures a wide range of special purpose machines for the converting industry. Our machines are varied, high quality, often automated and exported worldwide.

Job Description

The position involves a wide range of tasks from routine entry and checking of supplier invoices to preparation of management accounts. The accounts are fully integrated in our ERP system (Efacs) and you must be able to learn, understand and control the financial side of this package. Ideally you will be AAT qualified although we are more interested in your potential than specific experience.

The role includes:

- Entering & payment of purchase invoices
- Sales invoicing & credit control
- VAT return
- Payroll
- Pension
- Monthly management & Annual accounts
- Banking
- General administration

We are a flexible efficient and quality orientated company and expect any applicants to have the same attitude and to be committed to the success of the company.

Salary £26-40,000 pro-rata dependent on ability and experience.

Apply by email to Simon King; simon@alpha-converting.co.uk