

Job Title: Finance Assistant Location: Bunhouse Place
Department: Finance Position Reports to: Finance Manager
Direct Reports: None

Company Overview:

With an uncompromising commitment to British manufacturing, Soane Britain's mission is to design and make enduring and life-enhancing furniture, lighting, fabrics and wallpapers through collaborations with a network of the finest craftspeople in Britain. Soane combines responsibly sourced, high-quality materials and superb workmanship to ensure our designs endure for generations.

Our talented team is based in offices and workshops in Leicester and the West Country and showrooms in London and New York. For more information, please visit www.soane.com or join our social media platforms Pinterest and Instagram.

Purpose of the Position:

This is a key position in our Finance team. The Finance department is a fully integrated department to the wider business and provides the business with relevant, accurate and timely financial and commercial information. The Finance Assistant will be a key support to the Finance Manager, and other members of the finance team.

Duties & Responsibilities:

- Leading sales recognition, including producing daily, weekly and monthly sales reports.
- Managing the approval of purchase invoices, through our invoicing software and developing relationships across the business departments and with our suppliers.
- Ownership of the sales and purchase ledger within our accounting system, including month-end reconciliations.
- Managing employee expenses and credit card spend in an accurate and timely manner.
- Preparation of the weekly supplier payment schedule, and related accounting entries.
- Ah-hoc assistance to the wider finance team, as required.
- Assist the Head of Finance and Head of Commercial Projects with the annual pricing and range review.
- Oversee and develop Band E and D roles within the finance department (e.g. sales summary and reporting).

Qualifications for the Position:

- Studying towards a professional accounting qualification – ACA/ACCA/CIMA preferred
- Strong attention to detail and communication skills
- Strong Microsoft Office skills (especially Excel)
- Ability to work with large volumes of data
- Self-motivated with good time and workload management
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For details of Soane's benefits, including long term service benefits, please refer to the current Benefits Sheet.

Date: March 2025 Written By: Head of Finance