

JOB DESCRIPTION

SSP Assistant Finance Manager

Fortus is Europe's fastest growing Security & Fire Distributor, trading across the UK & Ireland within key industry verticals of CCTV, Intruder, Access, and Fire products. We have a 14-branch network across UK & Ireland and are the only distribution Company in the sector to offer a complete "end-to-end" security solution including **RE:SURE** CCTV monitoring. In 2022, **SSP** - Suppliers of high-quality Access Control and Gate Automation products - became part of the **Fortus Group**.

The successful applicant will be part of our busy SSP Team providing full financial support within the SSP business structure, initially reporting directly to the Finance and Operations Manager, the job is a varied role and requires the successful candidate to be versatile and motivated, with a can-do attitude. The role will support the project to collapse SSP into the Group financial structure and the initial responsibilities outlined below may change accordingly.

Responsibilities

- Preparation of monthly sales figures and KPI tracking
- Stock control and reconciliation, calculating end of month stock holding and providing stock reports as required
- Support the purchasing function regarding stock requirements from foreign suppliers, calculating stock requirements and placing orders accordingly
- Resolving sales invoice queries, raising credits as appropriate
- Resolving purchase invoice queries, liaising with suppliers, and obtaining credits as appropriate
- Managing the consignment stock process, recording stock dispatched to consignment holders and processing monthly returns
- Management of the outsourced Credit Control function
- Preparation and submission of VAT returns
- Checking and authorisation of sales and purchase invoices
- Supplier payment preparation
- Purchasing of foreign currencies and making payments to foreign suppliers as appropriate
- Checking supplier statements against purchase ledger
- Deal with telephone enquiries and customer/supplier interaction as required
- Data entry of purchase invoices
- Bank reconciliation

Skills and Qualifications

- Experienced in the use of financial management software, with knowledge of SAGE 200 an advantage.
- Good knowledge and competency of Microsoft Products including Outlook, Word, and Excel
- Previous experience of a CRM system
- Good standard of English, both written and spoken with good communication skills

- Well organised, able to prioritise work and able to work accurately, unsupervised and under pressure, with close attention to detail
- Hard working team player
- Ability and willingness to learn the product range
- Hard working with a positive and friendly attitude
- Finance qualification such as AAT Level 2 or above advantageous.

What we can offer you:

It's an exciting time to join as we have big plans, you will work Monday to Friday, 08.30am to 5.00pm

- Competitive Salary dependent on experience
- 20 days annual leave plus bank holidays increasing to 25 days with length of service + Bank Holidays
- Contributory pension scheme

No Agencies Please - We thank you for your interest in working with Fortus Group, however, we will not pay fees or acknowledge any CV's supplied to Fortus Group unless you have been briefed on the role by our HR Team