

New Wave Scotland Ltd  
T/A New Wave Beers  
New Wave Warehouse  
Myreton  
Aberlady  
East Lothian  
EH32 0PZ



### **Financial Administrator**

**About Us:** New Wave is a craft beer distributor servicing the Scottish market with an expertise in UK craft beer supported by an import portfolio primarily comprised from the James Clay and Sons imported range. New Wave manages the distribution for a number of Scottish breweries and curate a wide selection of the best cask beer available in Scotland and the wider UK. The business is located in Edinburgh and a wholly owned group company of James Clay and Sons who are head quartered in West Yorkshire. The business puts the betterment of quality beer in Scotland at the center of its decision making.

### **Job Purpose**

Reporting day-to-day to the Sales Director of New Wave Beer, but with a dotted line into the group Managing Director, this part time role is as responsible for the Sales and Purchase Ledgers of the business.

The role forms part of a small team comprising of the Business Process & Supply Chain Manager and the Purchasing Manager who together ensure the smooth and professional management of the business from a customer and supplier perspective. Key to the role is ensuring that the daily money flows are accurately processed in the business' systems and any issues are identified or responded to promptly with customers.

The role is based out of the New Wave office in Leith, Edinburgh.

Key accountabilities for this role are:

### **Sales Ledger**

- Allocating inbound customer payments. Contacting customers to align when payment allocations are more complex and/or adjustments are required to match.
- Processing Direct Debits via Go Cardless (pre-allocating credits when required).
- Issuing invoice payment reminders and/or statements to customers.
- Responding to customer queries/issues related to accounts (e.g. copy invoice requests).
- Leading aged debtor review meetings with senior management.
- Managing a credit control list with 'on stop' recommendations, communicating deliveries on hold pending payment with the Business Process & Supply Chain Manager, and communicating payment requirement to customers (alongside the Business Process & Supply Chain Manager).
- Monitoring system syncing between the inventory and accounts software. Identifying and correcting any issues found (e.g. duplicate invoices).
- Working with the Business Process & Supply Chain Manager to encourage customers to sign up to Direct Debit.

### **Purchase Ledger**

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- Working with the Purchasing Manager to match supplier inventory invoices with system Purchase Orders.
- Highlighting miss-matches for Purchasing Manager to correct (either internally with Depot Manager or externally with supplier)
- Reviewing overhead invoice submission (via Dext software) before initiating the sync to accounting software. Ensuring invoices are posted to the correct nominals and with the appropriate VAT rate applied.
- Managing payment run submissions into group Managing Director (inventory and overhead invoices).

### **Other**

- Reconciling the bank
- Supporting external accountants with VAT return
- Supporting Managing Director maintain monthly Management Accounts.

*Note, the business will be changing systems spring 2022 to an integrated inventory and accounts system (currently used by James Clay and Sons). While training and support will be provided on all systems used, an understanding of fundamental business accounting principles will help contextualise specific system processes required.*

### **Key contacts**

Internal:

- Director of Sales
- Managing Director (Group)
- Business Process & Supply Chain Manager
- Purchasing Manager

External:

- Local accountants
- Customers
- Suppliers

### **Attributes/skills**

- The role requires numerical proficiency and attention to detail.
- The successful candidate will manage their relationships in a fair, consistent and above all else professional manner.
- Accounting qualification(s), while helpful, are not a prerequisite.

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