



SENIOR FINANCE ASSISTANT

Lincoln Head Office - Full Time

Witham Group is now one of the UK's leading independent manufacturers and suppliers of a whole range of award winning commercial and industrial lubricants, paints and workshop products to a wide array of customers. Specialising in agriculture, automotive, haulage and off-road industries, we also supply many other markets such as motorsport, engineering, horticulture and marine, as well as direct users. We are very proud of our high standards of service and our enviable reputation throughout the UK.

We now need an experienced senior finance assistant to join our successful and busy team, based at our Head office in Lincoln. Responsible for producing, overseeing and reconciling supplier and customer invoicing and payments, chasing debtors and managing overdue accounts, providing year end data analysis and audit support, completing VAT returns, producing sales, customer management information and answering customer telephone queries and orders, as well as helping out generally in the office.

We need a hard working professional, who has excellent communication skills, both oral and written, is organised and has outstanding problem solving and friendly customer service skills as well as accurate numerical analytical thinking. This is an exciting opportunity for someone who thrives on a busy environment, who can think outside the box, has a can do attitude and produce work to the very highest of standards.

The successful person must be able to demonstrate a high level of experience with the Microsoft Office Suite, in particular Excel spreadsheets and back end digital administration. Ideally this person can demonstrate experience of ERP based solutions and manufacturing processes and have proven management accounting qualifications. This role provides a great opportunity for someone to make a real impact with our growing organisation and start a new career within a highly reputable and accredited business.

In return we offer an exciting new job opportunity as well as:

- Competitive annual salary plus bonus
- Contributory Pension Scheme
- Private Medical Insurance
- Plus, other benefits and holidays commensurate with the role

If you would like to apply, please send a covering letter or email and recent CV as soon as possible to:

Jo Welsh – Finance Director

Witham Group, Outer Circle Road, Lincoln LN2 4HL

Email: jo.welsh@withamgroup.co.uk

Closing Date: 31st January 2024

