



NYETIMBER

PRODUCT OF ENGLAND

GROUP FINANCE ASSISTANT

LOCATION: Nyetimber Wines & Spirits Group - London Office

REPORTS TO: Group Finance Director

RESPONSIBLE FOR: No direct reports

MAIN PURPOSE: To support the day-to-day finance operations across the group, with responsibility for both purchase and sales ledgers, ensuring accurate and timely processing and well-maintained financial records, while supporting the wider finance team with ad hoc tasks as required.

VALUES & MOTIVATORS:

PIONEER

Nyetimber Group is the pioneer of English Sparkling Wine and Spirits. To be a pioneer means 'to not follow' and this spirit is central to how we all think and operate when setting out plans and direction for the brand.

EXCEPTIONAL

Exceptional goes beyond wine making, it extends to every touch point of the brand. At every possible opportunity Nyetimber Group should differentiate itself with faultless and high-quality execution and service.

JOIE DE VIVRE

A feeling of joy, happiness, and sophisticated love of life that will give us an emotional connection to our customers around the world.

RESPONSIBILITIES:

Accounts Payable (Purchase Ledger)

- Ownership of the purchase ledger across all group entities
- Managing finance inboxes and supplier communications
- Processing, coding and uploading invoices within NetSuite and Sage approval workflows
- Maintaining the supplier database and approval structures
- Ensuring purchase order processes are followed where applicable, including matching invoices to purchase orders and goods received
- Supplier statement reconciliations
- Preparing and processing weekly multi-currency payment runs across group entities
- Managing direct debits and supplier proforma payments
- Maintaining the high value payment approval process

Accounts Receivable (Sales Ledger)

- Maintaining the sales ledger and ensuring accurate allocation of receipts
- Ownership of aged debtor reporting
- Proactive credit control and follow-up of outstanding balances
- Liaising with internal teams and customers to resolve queries
- Supporting reconciliation of sales platforms and payment providers

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Month-End & Finance Support

- Supporting bank reconciliations
- Assisting with reconciliation of sales platforms and payment providers (e.g. Shopify and other channels)
- Supporting expense processing and reimbursement cycles
- Assisting with month-end close processes
- Providing audit support and responding to information requests
- Assisting the wider finance team with ad hoc tasks

Controls & Process Improvement

- Ensuring consistent processes and controls across all entities
- Maintaining accurate and well-organised financial records
- Identifying opportunities to improve efficiency and reduce manual processes

**QUALIFICATIONS
AND EXPERIENCE:**

- Experience in a finance assistant / accounts payable and receivable role
- Strong attention to detail and organisational skills
- Confident using Excel and accounting systems (NetSuite and/or Sage desirable)
- Ability to work across multiple systems and entities
- Ability to manage multiple priorities and meet deadlines
- Studying towards AAT / CIMA / ACCA (desirable)