Accounts Clerk

The Company
Established 1988, Blas ar Fwyd are proud to be named Family Business of the Year Award 2024 at the FSB Celebrating Small Business Awards

Employing approx. 70, our main office is in Llanrwst where we also have our Deli, Café and Wine Shop alongside our manufacturing kitchens and warehousing.

As a leading distributor of quality and artisan Welsh foods and drinks we work with about 250 Welsh suppliers and 1200 b2b customers in Wales.

We’re very pleased to have received exceptional results in a ‘WorkL’ employee survey at the end of 2023 commissioned by Food & Drink Wales, read more here: [LINK](#)

Role: Main Supplier Accounts Contact
You will be the main accounts contact for 360 suppliers, processing on average 215 invoices a week for payment and responding to queries.
You will proactively liaise with the purchasing and warehouse teams re discrepancies – helping put in place systems to stop issues arising.
You will liaise with the buying team re pricing and be responsible for implementing price changes accurately.

Medium Term Responsibilities
About 15% of time (more at quieter times and less during peak times) is to work with management to conduct developmental work in the reporting of business departments, of key ratios and business health identifiers – for example analysis of overheads with a view to instigate change.

The main project required after getting on top of the ‘day to day’ is to design, implement, maintain and present Monthly Management Accounts for the business. The purpose of this exercise will be gain insights from the data to improve the company.
Customer Accounts – Supporting Role
The Company Secretary is the main contact for customer accounts, in this role you will support the CS with tasks including but not limited to:

- Invoice & delivery note checking and filing
- Payment processing
- Cash and cheque processing
- Statement and copy invoice requests
- Returns and Credits

Other Responsibilities
As part of the office team, we get general queries and try and be of service to whomever may get in touch. We cover each other during annual leave and generally act as a team to support one another during busy periods.

Key Skills
- Experience and/or qualifications in accounting
- Appreciation of business/management accounting
- Attention to detail and accuracy
- Excellent IT skills – for use with our Stock Control Software, Sage, Outlook, Excel.
- Excellent communication skills

Role Details
This role is a full time, permanent position.
Office hours are 9am to 5:30pm, Monday to Friday with 30mins for lunch - 40 hours a week.
Applications for 4 days or 32-40 hours a week would be considered.
Salary: starting at £26,520 per year increasing to £27,560 at successful completion of 6 month probation period.