



## Accounts Clerk Job Description

Blas ar Fwyd is a family business established since 1988. Employing approx 70, our main office is in Llanrwst where we also have our Deli, Café and Wine Shop along side our manufacturing kitchens and warehousing.

As a leading distributor of quality and artisan Welsh foods and drinks we work with about 275 Welsh suppliers and 1200 b2b customers in Wales.

### Main Supplier Accounts Contact

You will be the main accounts contact for 400 suppliers, processing on average 150 invoices a week for payment and responding to queries.

You will pro actively liaise the purchasing and warehouse teams re discrepancies – pro actively communicating with supplier re issues.

You will liaise with the buying team re pricing and with directors re payments.

### 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.

### 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:

- Payment processing
- Reconciliation
- 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.

The role is located at our main office in 32 Heol yr Orsaf, Llanrwst with a free public car park nearby.

Salary: starting at £25,896 per year increasing to £27,040 at successful completion of 6 month probation period.