



RATHFINNY

RATHFINNY WINE ESTATE

ADMIN ASSISTANT - JOB DESCRIPTION

POSITION Admin Assistant - part time (14 hours per week)

LOCATION Rathfinny Wine Estate, Alfriston, BN26 5TU, East Sussex

Salary dependent upon experience + Pension, Medical and other Rathfinny benefits.

Rathfinny Wine Estate is a family owned business that was established in 2010 to produce premium quality sparkling wine from our 600 acre Estate near Alfriston in East Sussex. We are currently the second largest vineyard in the country and will be the biggest when fully planted.

We are currently looking for an admin assistant that will support our finance and HR team in the day to day, month end financial activities and HR of this rapidly expanding business. We see this role as an exciting opportunity for someone to establish a longer term career path that will allow them to develop as the business grows. You will be supported in your development by the management accountant who is a Chartered Accountant and the Chief Operating Officer who is a Chartered Accountant with experience of working in the wine sector internationally. The nature of the business will give the successful applicant exposure to an unusually broad range of accounting and HR areas as the business covers primary (Viticulture = agriculture), secondary (Winery = manufacturing) & tertiary (wine tourism, sales & marketing) with a local, national and international dimension.

You will be joining a rapidly expanding business in an exciting emerging category. Within the next five years we are expecting our workforce to double in size and significantly increase our area under vines.

We are looking for a proactive individual with a good work ethic and importantly, a strong attention to detail.

CULTURE & CONDUCT

At Rathfinny Estate we are committed to producing exceptional wines and experiences, enjoyed the world over, that reveal the character of our family Estate in Sussex, using methods that are kind to our land, people, community, and wider environment.

To deliver this commitment we foster an environment of high-performance and a culture of excellence which drives the production of exceptional quality products which are safe, legal, authentic as well as providing excellent customer service.

All staff are expected to:

- Engage in the ongoing process of continual improvement in all aspects of quality, safety, authenticity, and legality.



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- Utilise skills, knowledge, and experience to suggest ways to solve problems and improve processes.
- Work with enthusiasm and professionalism.
- Treat colleagues with respect and kindness.
- Be friendly, helpful and cheerful with the team and the public.
- Communicate openly and behave in an ethical, honest and fair way.

Typical duties of the role include:

- Purchase ledger processing - Processing of invoices and preparation of payment run for review, remittance advice emails and fielding queries from suppliers
- Raising sales ledger invoices and supplier statements and contacting customers
- Credit control and liaising with customers on queries
- Processing and tracking purchase orders.
- Processing of staff credit card and expenses claims
- Updating of the fixed asset register of the organisation
- Updating process notes for financial and administrative processes
- Recommend improvements to financial accounting and transaction processes of the organisation
- Re9uesting and following up information on new employees
- Writing up meeting minutes
- Preparing and importing training details onto Cezanne software
- Saving and responding to CV emails
- Office administration, scanning & shredding, key cutting as necessary, deliveries, managing email inboxes etc.
- At Rathfinny we work very much as a team. As an employee of Rathfinny you must be prepared to support other work colleagues and may be required to take on extra or different tasks to help support others.

KNOWLEDGE:

- Experience of using an accounting package beneficial but not essential
- Understanding of double entry bookkeeping beneficial but not essential
- Experience of preparing payroll reports essential

SKILLS:

- High level of accuracy is key
- Excellent attention to detail is vital
- Good organisational and time management skills are vital
- Strong IT and reconciliation skills are beneficial
- Excellent Excels and Word skills is beneficial
- Multitasking skills is useful
- Excellent communication skills
- Must be able to work on own initiative



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- Ability to adhere to tight deadlines
- Maintaining employee and customer confidentiality is vital

The role will be based at Rathfinny Wine Estate which is one mile south of Alfriston, BN26 5TU. Due to the remote location being able to drive to work is beneficial although car sharing with other staff may be an option.

B CORPORATION (B Corp)

Actively participate in B Corp certification and the adoption of the highest standard in social and environmental performance, public transparency, and legal accountability to balance profit and purpose. Teams will decide their annual targets and as a member of that team, you will be expected to show how you have contributed to them. Personal targets towards our mission are encouraged but these are not discussed and assessed in the same way.

EVERYONE IS WELCOME

Rathfinny is an equal opportunities employer and actively supports Human Rights, and all Equality legislation. Our ethos is to respect and value people's differences, to help everyone achieve more at work as well as in their personal lives so that they feel proud of the part they play in our success.

We believe that all decisions about people at work should be based on the individual's abilities, skills, performance and behaviour and our business requirements. We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

If an applicant, either external or a current employee, needs any specific help to enable them to apply for a role they should make this clear as part of their application.

If you are interested in applying for this role please email your CV outlining all relevant work experience together with a detailed covering letter outlining why you are suitable for this role to Jamie Everett.

Please send applications to:

Jamie Everett
HR@rathfinnyestate.com