

MACNAUGHTON HOLDINGS LIMITED

JOB DESCRIPTION

Job Title:	Finance Assistant
Location:	Perth
Department:	Finance
Responsible to:	Finance Director
Responsible for:	There is no responsibility planned for supervising staff.

Job Purpose

Working as part of the Finance Team, this role will be responsible for coordination of accounts functions to maintain the efficient and accurate running of the Finance Department.

MAIN DUTIES AND RESPONSIBILITIES

- **Sales Ledger**

Processing payments from bank statements and cheques to customer accounts.

Counting and processing shop takings.

Allocating payments to invoices for proformas/back orders.

Filling and archiving sales invoices.

Print and sort sales ledger statements.

- **Export Documentation**

Reviewing invoices for delivery of exports.

Checking and matching invoices with export documentation.

Tracking export documentation.

- **Other Duties**

Assist with petty cash reconciliations and cash counts.

Dealing with weekly stationery requests and franking machine upkeep.

Cover for purchase ledger (Access Dimensions) and payroll processing (Sage).

Cover for reception and daily bank visit as required.

Working closely with and assisting other members of the Finance Team as required by the operational demands of the Department.

- **General**

To adhere to policies and procedures of the business.

Undertake any training relevant to the role.

Ensure that all personal data is maintained in a strictly confidential manner at all times and is dealt with in accordance with current legislation.

The post holder will be required to perform duties appropriate to the post, other than those given in the job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.

KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED

Essential

- Methodical and organised with the ability to demonstrate a high level of accuracy.
- Good communication skills.
- Proven numerical and written skills.
- Able to work well under own initiative and to meet deadlines.
- Good at working as part of a team.
- A sound working knowledge of Microsoft Office applications.
- Willingness to adapt and respond to the changing and varied needs of the business.
- A driving licence.

Desirable

- Cash handling experience.
- Previous experience in dealing with customers.
- Experience in a Finance environment.
- Ability to question functions and procedures and recommend improvements where required.

Note

This job description is for the guidance of applicants only and does not form part of any offer or contract of employment.

MACNAUGHTON HOLDINGS LIMITED

EMPLOYMENT INFORMATION

POSITION	Finance Assistant
LOCATION	Tower House, Ruthvenfield Road, Perth - Head Office
HOURS OF WORK	37.5 hours per week - Monday to Friday Hours - 9.00 a.m. to 5.00 p.m. with ½ hour for lunch. Additional hours may be required to fulfil the duties of the post.
ANNUAL LEAVE	30 days holiday entitlement per annum which includes time off for public/bank holidays. The leave year runs from 1st January to 31st December.
SALARY	The salary will depend upon previous training and experience. Payment is made monthly in arrears.
PENSION	The Company operates an Automatic Enrolment Pension Scheme. Government legislation sets the minimum contribution levels for both the employee and employer. The Company will however match the employee's contribution to a maximum of 7% of the employee's qualifying earnings.

ADDITIONAL INFORMATION

QUALIFICATIONS	The Company's selection procedure requires that successful candidates have their qualifications validated. One or more of the institutions which have awarded the successful candidate a degree or other qualification will be contacted.
NO SMOKING POLICY	The Company operates a no smoking policy.
EQUAL OPPORTUNITIES	The Company is committed to equal opportunities and welcomes applications from all sections of the community.

APPLICATIONS

Application and equal opportunities monitoring forms should be sent to Personnel Services - Vacancy Reference FINANCE, Macnaughton Holdings Limited, Tower House, Ruthvenfield Road, Perth, PH1 3UN. If you do not wish us to contact any of your referees without your specific prior consent, please state this clearly on your Application for Employment Form.

Please ensure that you quote the vacancy reference number FINANCE on all of your forms and on the outside of the envelope.

NOTE

The above information is for the guidance of applicants only and does not form part of any offer or contract of employment.

MACNAUGHTON HOLDINGS LIMITED

GENERAL COMPANY INFORMATION

History

The original weaving business began in 1783 at Remony near Aberfeldy, Perthshire and moved to Pitlochry in 1835. Over the years there have been many changes to the business although it has always remained within the same family. Since 1999 the Head Office and warehousing operations have been based in Perth, with production operations located in Keith and Paisley.

Company Structure

Macnaughton Holdings Limited is a privately owned company, managed by a Board of executive and non-executive Directors. The executive Directors are responsible for their separate divisions (Finance, Operations, Production and Wholesale) with overall responsibility resting with the Managing Director.

The Company employs approximately 70 people in total. The majority of the employees are based in Perth, Paisley and Keith, with certain Sales Personnel based in other areas in Scotland and England

The Brands

The Company's products are wholesaled under the following brand names.

The Isle Mill

The Isle Mill is known for its fine upholstery fabrics and throws designed by an in-house team and manufactured from predominantly natural fibres. The stock collections are supplied to the interior design and hospitality markets in the U.K. and abroad. A design and manufacturing service is also offered to other wholesalers.

The House of Edgar

This market leading brand offers a flexible stock service to meet the needs of the Highlandwear market. Approximately 1,000 kilting tartans are stocked along with an extensive range of jackets, hose, ties, scarves and a selection of tartan giftware.

Whitehill & Wilsons - Paisley

The Whitehill & Wilsons brand has been built around the famous Paisley teardrop motif that has inspired a range of scarves and shawls for the retail market. The original archive designs have been translated into modern patterns and colours.

Whitehill & Wilsons - Scout/Guide Neckerchiefs

For many years Whitehill & Wilsons has been a major supplier of neckerchiefs to the Scout and Guide movements in the U.K. and Europe. Standard troop, district and council neckers are available and special neckers for scouting events are regularly produced.

MACNAUGHTON HOLDINGS LIMITED

EMPLOYING PEOPLE - A BRIEF OUTLINE OF OUR COMPANY'S POLICY

The Company's success depends to a significant extent upon the contribution of its employees. The Board of Directors therefore recognises that fair and effective employment policies are essential to the achievement of that success.

The Company also recognises that the success of these policies requires that there should be an awareness and acceptance of them at every level of the organisation. The successful development, implementation and operation of employment policies require the involvement of all employees.

The Board of Directors has identified the following policy areas, based on the foregoing principles, which it considers are essential to the future success of the Company:

- Health and safety - to maintain safe and healthy working conditions for all employees.
- HR planning - to determine the future mix of skills and size of workforce required, and plan to meet the Company's needs.
- Equal opportunity - to do everything possible to ensure that all present and potential employees have an equal opportunity.
- Security of employment - to provide security and continuity of employment, consistent with the need to ensure the continued viability of the organisation.
- Training - to set appropriate standards of performance for the organisation and to provide training which ensures these standards are met.