



# BREMONT

JOB TITLE	Finance Assistant
TEAM	Finance
LINE MANAGER	Head of Finance

We are dedicated to creating an open and inclusive working environment, and this starts with our recruitment practices. We try to ensure that everybody who is interested in joining our team has equal opportunity and ability to start that journey with us. We intend to have flexible and accessible hiring practices and will make every attempt to adapt to your needs throughout. We welcome any requests for adjustments in our processes.

## ABOUT BREMONT

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Bremont is recognised for designing and manufacturing the ultimate tool watch, making timepieces that are highly durable, reliable, and fit for purpose, whatever the environment. Bremont positions itself in the world of adventure and exploration, working with individuals across different fields who epitomise and demonstrate anything being achievable armed with the right mindset. Bremont supports and promotes this mentality and is proud to provide watches for some truly extraordinary feats of endurance that inspire us to push ourselves to achieve incredible things.

Bremont is built on a rich British heritage and the brand represents a true embodiment of the indomitable British spirit. Through sheer vision, determination, and belief, Bremont has established itself as a leading brand in the luxury watch industry. These intrinsic values form the basis for Bremont's core message and brand philosophy.

The company manufactures its mechanical watches at scale from "The Wing", Bremont's 35,000 sq ft state-of-the-art Manufacturing & Technology Centre in Henley-on-Thames, England. High precision engineering, craftsmanship, technical innovation, and a distinctive design ethos set Bremont apart, combined with its unique spirit of adventure.

## KEY PURPOSE OF THE ROLE

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This role is responsible for supporting the Head of Finance in taking ownership and control of the purchase ledger and bank payment processing.

This is a great opportunity for someone looking to kick-start their finance career!

## KEY RESPONSIBILITIES

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Core Functions:

- Reviewing & processing all Bremont Watch Company invoices
- Working with other departments, including but not limited to, Procurement, Logistics, Goods In, to support inventory invoices ready for processing
- Generating and processing Trade Credits and bi-monthly payment runs
- Petty cash administration

Other Tasks:

- Processing expenses via Concur system and providing assistance to all stake holders utilising the system
- In and outbound post management and filing
- Assisting with finance function cover when other members are absent
- Participation in ad-hoc finance projects and any other duties as reasonably requested

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## PERSON SPECIFICATION

- Analytical
- Curious
- Diligent
- Inquisitive nature
- Microsoft office experience
- Strong sense of accountability

## COMPANY BENEFITS

- 20 days holiday entitlement from the off, increasing accordingly to length of service
- Life cover
- Excellent length of service awards featuring the issuing of those Bremont timepieces we are all so proud to produce.
- Significant permanent employee discounts on Bremont Watches, with great 'family and friends' Sales.
- Unique retail discounts for many different brands, available both locally and online.
- Enhanced Maternity and Paternity leave.
- Wellbeing initiatives including counselling and 24/7 financial & legal advice.
- Strong support regarding time off for you partake in any commendable volunteer work.
- A day's holiday for you to celebrate your birthday!
- We're a sociable bunch and plan several social events throughout the year.
- Training programmes offered with a focus on career development within the company.
- A fantastic and enviable new facility in which to work, very near the town centre

## WORKING ENVIRONMENT

- 37.5 hours per week, 9-5:30, Monday - Friday
- Onsite working at our HQ in Henley on Thames
- Working in a team of 6
- Probation process 4 months standard
- Notice period – 1 month standard

## INTERVIEW PROCESS

Stage 1  
Interview with hiring manager and HR on site.