

## FINANCE OFFICER

**LOCATION:** the London Honey Company office, Arch 7, Spa Business Park, Dockley Road, London, SE16 3FJ.

**WORK PATTERN:** 1 day per week (with potential to grow).

**REPORTING TO:** the company owner.

**RATE OF PAY:** £22,000 - £25,000 pro rata. Dependent on experience. The working hours are usually 9am till 6pm.

**HOLIDAY:** 28 days incl. bank holidays, pro rata.

**NOITCE PERIOD:** 3 months, during which time 1 month of notice must be given by either party, following this 3 months notice must be given by either party.

## THE LONDON HONEY COMPANY

The London Honey Company is one of the UKs leading purveyors of fine honey. Since its beginnings in 1999 The London Honey Company has become beekeeper to London's most iconic rooftops, supplies London's best restaurants, creates honey ranges for the top UK food halls. The London Honey Company also sells its own range of honey through department stores, delis and specialist food shops across the country and on the continent. Due to the continued success and growth of the company we now need a finance officer.

Founder Steve Benbow remains head beekeeper, managing hives from the Kent Coast, to London's rooftops and the Shropshire Moors and has still found time to write two books on beekeeping.

The London Honey Company is based under the railway arches in South London, where the small team bottle each honey jar to ensure the finest quality pure honey. On Saturdays the doors are opened to the public.

## THE ROLE

This is an exciting role for a confident competent candidate, who can hit the ground running and shape the role over time, identifying and implementing improvements to our processes and procedures in collaboration with other members of our small central team. The post holder will be responsible for the financial record keeping and reporting of the London Honey Company.

## KEY RESPONSIBILITIES

- Handling payments of invoices.

- Inputting and processing receipts and invoices into the London Honey Company accounting package (Xero) and maintaining financial records, including bank reconciliations.
- Handling payroll, including pension contributions.
- Dealing with all financial paperwork and filing.
- Credit control.
- Checking company bank statements.

### ONGOING REVIEWING AND DEVELOPING FINANCIAL SYSTEMS

- Keeping The London Honey Company's finance procedures and systems under review, ensuring they remain compliant with relevant requirements and identifying opportunities to improve their effectiveness and / or efficiency.

### EXPERIENCE & CAPABILITIES

- Experienced using accounting software, ideally Xero.
- Awareness of tax accounting.
- Clear communicator.
- Experience in a food business an advantage but not essential.
- Able to work quickly and accurately.
- An eye for detail.
- Able to work to deadlines.
- Strong computer skills.
- Honest, discreet and trustworthy.

If you are interested in the role please send your CV to [Emily@thelondonhoneycompany.co.uk](mailto:Emily@thelondonhoneycompany.co.uk) along with a few words about yourself and why you are interested in joining the London Honey Company team.

