

European leading wine grower is looking for a **French speaking Finance & Logistics Assistant** to join their team in Central London. This role will support business finance and operations by assisting the Finance Manager with accounting tasks and related financial analysis together with helping the Logistic Coordinator with orders processing. You will also be responsible for completing the application for European subsidies. As a Finance & Logistics Assistant you will have an excellent attention to details and strong problem-solving skills, and of course an interest in the wine industry.

ROLE of the Finance & Logistics Assistant:

- Validating and accurately processing purchase invoices including expenses, marketing and retro for review by the Finance Manager.
- Generating and processing sales invoices and credit notes for review by the Finance Manager.
- Preparing the application for a European grant and gathering the relevant documentation.
- Assisting the Logistics Coordinator with processing orders accurately and timely.
- Managing the accounts mailbox responding to suppliers and customers in a professional manner.
- Assisting the Finance Manager and Finance & Operations Director with management accounting and reporting, ensuring data accuracy and consistency
- Sending monthly / quarterly / yearly data financial to parent company using Sigma platform
- Supporting in forecasting and budgeting activities.
- Assisting in implementing and maintaining business intelligence tools.
- Working with different departments (finance, sales, logistics) to improve processes and efficiency.
- Supporting project management activities as required.
- Developing and maintaining strong relationships with suppliers, customers, French HQ and other group companies.

PROFILE:

- Fluent French and English with strong communication skills.
- Bachelor degree in Accounting, Finance or related field.
- Advanced Excel skills.
- 1-2 years of experience in accounting and business analysis or a related field (experience in the wine or beverage industry is a plus).
- Strong analytical skills and excellent attention to detail.
- Good understanding of IT systems.
- Understanding of financial reports and business metrics.
- Ability to handle multiple tasks and work to tight deadlines.
- Excellent communication and presentation skills.

SALARY& BENEFITS

- Between £25k and £35k according to skills and experience.
- Monthly Travelcard zone 1-3.
- Benefit scheme (after probation period) including health and life insurance, pension scheme and income protection plan.
- 28 days of annual holiday.