

Bookkeeper

West Berkshire Brewery Background

The West Berkshire Brewery (WBB) was founded in 1995 as one of the first in the new wave of micro-breweries. The Company started life as a family run business founded by David and Helen Maggs.

In 2013 David Bruce, an industry veteran and founder of Firkin Pubs, joined the company as Executive Chairman, appointed a new Board and the Company embarked upon an ambitious and multi-faceted business plan.

At the end of 2018, the Company has raised over £12m in capital, raised under the Enterprise Investment Scheme, and has used this equity to pursue its strategic goals of building a brand-new brewery complete with a dual canning and bottling facility; strengthening its Sales and Marketing teams and purchased a leasehold urban pub.

The Company is continuing to raise funds to establish sister freehold pub companies to add profitability and profile to the brands.

This is a period of fast and transformational change for the Company as WBB leverages the newly outsourced packaging business; moves into its new site and completes the installation of one of the pre-eminent micro-breweries in the UK; continues to grow beer sales at home and abroad; and looks to quickly build a pub estate.

The Company has defined its strategy for growth and is looking to recruit a Financial Controller to oversee the Finance function.

You will be joining an entrepreneurial team who are passionate about their business and about their products and work hard for one another.

Location: Yattendon, West Berkshire

Reports to: Financial Controller

Contract: Full Time

Purpose of role: To provide support to the Financial Controller

Role activities / responsibilities

The role is to assist the Financial Controller by performance of the day to day activities of a small finance team.

Key responsibilities include the assistance of:

- General Management of Accounts Payable and Receivable with the help of the team
- Management of Accounts Mailbox
- Daily bank reconciliations
- Monthly Payroll processes
- Purchasing process and system administration

You will be:

- A recently Qualified or Part-Qualified Bookkeeper/Accountant (AAT/CIMA/ACCA);
- Competent with double entry accounting;
- Ambitious to progress your career;
- Energetic and focussed;
- Driven and results orientated with a desire to achieve;
- A problem solver with great attention to detail;
- Good communication skills with the ability to speak to others in the business at all levels and deal with queries from external parties e.g. suppliers;
- Strong Microsoft Office skills, in particular with Excel;
- Willing to throw yourself into a varied and busy role;
- Flexible in your approach to managing your workload around busy periods and key deadlines.

Salary and benefits

- Training and development, supporting your career pathway;
- Competitive salary, generous bonus scheme;
- A great place to come to work every day, a beautiful brewery in the Berkshire countryside.