



**Our Vision:** “Create a better world, by safeguarding our resources”


**Our Mission:** “We believe we have a duty to reduce our impact on our world, by continually creating solutions that ensure no resources are wasted.”


## Our Values:


### Creative. Values.


**We are family .**  
 We encourage each other, challenge each other and we allow each other to make mistakes- together we learn, we better ourselves and above all we have **FUN**

**We listen.**  
 We understand the needs of our customers, the challenges faced by the economy and the changing environment

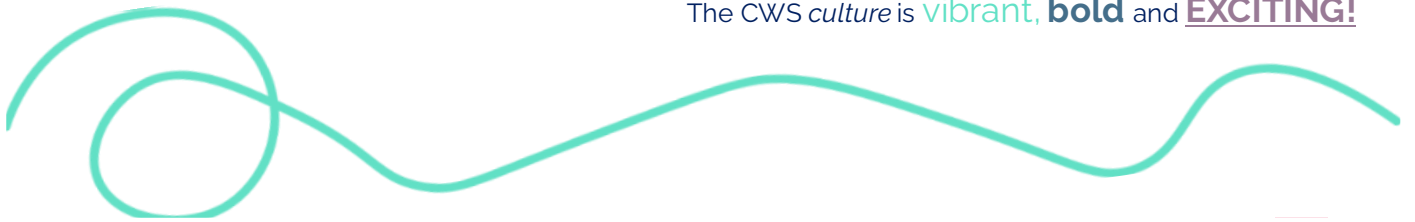
**We are accountable.**  
 For delivering the best solution, for our suppliers & partners and for any impact to: costs, environment and impact to our planet. We deliver on our promises

**We are transparent.**  
 Acting in the best interests of our customers and the environment, with honesty and integrity, demonstrating our performance with tangible results and accurate data

**We are passionate .**  
 About the environment, about what we do, our people and our capability to be truly creative, solving our customers challenges with a tenacious appetite for success

**We are CREATIVE .**  
 Going above, around and beyond barriers to constantly evolve truly innovative environmental solutions

The CWS culture is vibrant, bold and **EXCITING!**



<b>Job Title:</b>	Finance Administrator
<b>Location:</b>	Mount Mill Farm, Wicken
<b>Reports to:</b>	Finance Director
<b>Coverage:</b>	Local to Bucks.
<b>Additional info:</b>	Office based

# Role & Responsibilities: Finance Administrator



## What we expect you to do

You will be responsible for:

- Running the weekly payments due report
- Reconciling all Purchase Ledger bills to our CRM platform
- Complete Account Forms
- Resolve invoice queries
- Set up new customers on our CRM platform
- Monitor credit limits across our customer base, providing feedback to the Finance Director
- Send remittance for all supplier payments
- Assist the Financial Director with the credit control process (Day 7 – 14)
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## The skills you will need are

Efficient organisation - you will need to work quickly and accurately with a strong eye for detail, so that our customers always get a good high-quality service.

Confident and capable IT skills – you will be using Microsoft Office, specifically Microsoft Excel. You need to have a good level of competence, being able to operate with confidence and without supervision.

Numerical ability – you will be able to analyse data, calculate pricing ensuring that margin is in line or exceeds target expectations and have the ability to provide financial reporting when required.

Analytical – to use your problem-solving skills to take ownership of an issue and to work independently or with a team of people to look for alternative solutions and to implement them quickly and effectively.

Highly effective communication skills – you must listen well, ask good questions, build superb relationships, write clearly and talk with confidence, you need to have the ability to seek out information and pass it on appropriately throughout the business.

## We will give you.

- A challenging and rewarding role in a successful and growing business.
- The opportunity to grow with a business through a tailored performance development programme.
- A competitive salary
- Employer contributory pension scheme
- A monthly bonus based on company performance
- A great place to work.

## Further details

You will report to the Finance Director

You will be based in at the main office, Mount Mill Farm, Wicken

Version control	Job title	Author/sign off date
1.0	Finance Administrator	Jen Holman November 2023