
Job description

The Tofoo Co -

The Tofoo Co are starting a tofu revolution – one delicious, healthy meal at a time. The Tofoo Co have happy and engaged staff where the belief is quality beats quantity. This extremely exciting entrepreneurial business make tofu but not any old tofu the real stuff– natural, sustainable, organic and traditional made by hand and packed in Yorkshire. It's non GM, gluten, dairy, wheat and yeast free, low in calories, zero cholesterol and a great source of protein – what's not to love!

Privately owned by passionate people with a long history working in the UK Food industry, The Tofoo Co plan to change the way we eat helping us all to make better choices without compromising on taste. With a clear vision, most major retailers on board and a growing loyal customer following the Tofoo Co will make a difference to how we shop, cook and eat. With the 'Meat Free' market exploding, with an estimated market worth over £500 million in 2020 it is rapidly gaining pace and importance.

The Tofoo Co in just 5 years has become the UK market leader in tofu & turnover has increased from £600k to £15 million and now employs more than 100 people. They have the ambition to treble turnover in the next 10 years.

Key accountabilities:

To help ensure the smooth running of the office administration. Strong attention to detail with great organisational skills. Experience using SAP Business One, Windows and Excel knowledge would be helpful.

Hours of Work: Office based Mon – Fri 9am – 5pm

Key responsibilities:

Day to day data management into SAP accounting system – updating journals, ledgers, and other accounting records and documents

Processing purchase invoices

Raising sales invoices

Reconciling the bank statement

Chasing payments

Dealing with supplier invoice queries

Processing employee expenses / credit card statements

Processing Export Declarations

Verifying invoices to delivery notes

Collecting data and logging onto system

Maintaining filing system and general office organisation

Photocopying and printing of documents & answering the phone

Helping with claims and raising orders when needed

Key skills needed

- Good attention to detail.
- Organised and able to work to tight deadlines.
- Good numerical and analytical skills
- Are forward thinking and always looking to make improvements.
- Able to work well within a team and on your own too.
- Previous experience of working within a finance function and an understanding of sales, purchase, nominal ledger and basic accounting principles.
- Experience of working with SAP Business One would be an advantage, but not essential.

Job Types: Full-time, Permanent

Salary: £18,000.00-£20,000.00 per year