

FINANCE ADMINISTRATOR – *This is a 12 Month Fixed Term*

Contract – 20 hours per week



Why Riverford?

Each week, Riverford delivers outstanding organic food to around 70,000 homes across the UK. This takes loads of brilliant people, from veg growers and box packers to IT experts, and more besides.

We're a friendly, forward-thinking bunch, and our core values run through everything we do. Riverford is employee owned, so working here makes you a 'co-owner' – and it's not just a name! Everyone can play a part in shaping our business. Success means much more than just profits; we want this to be a place people enjoy coming to work, and a business our co-owners feel proud of.

In 2021, we were delighted to be awarded two-star Best Companies accreditation, recognising Riverford as an 'outstanding' place to work. We're also proud to be a B Corp; a certification for ethical businesses who work not just for profit, but to benefit people and the planet.



We're owned by our employees



Top 100 Best Companies to Work For



Using business as a force for good



Best for the World™ B Corps of 2022



We're committed to paying the Real Living Wage

What you'll be doing

Riverford's finance team – based at our original home of Wash Farm, Devon – supports all areas of the business, as well as multiple cost centres. The Finance Administrator role is a key role, providing support to the Purchase & Sales Ledger team, finance team and wider business. You'll focus on providing a range of financial assistance across multiple sites, involving supplier and customer invoices, , and other sales and purchase ledger related activities.

We're a friendly bunch, and it's a busy department; we're looking for an enthusiastic, confident team player, who's able to demonstrate keen attention to detail, and who enjoys working in a fast-paced environment with multiple demands.

This is a 12 Month Fixed Term Contract working 20 hours per week Monday to Friday, based at Wash Barn, Buckfastleigh, Devon, TQ11 0JU with some hybrid working.

Your responsibilities

- **Maintaining Accounts In Box ensuring all emails are dealt with in a timely manner**
- **Responding to supplier queries**
- **Reconciliation of supplier statements**
- **Data entry of invoices, ensuring all invoices are entered accurately and promptly**
- **Supporting other co-owners within the team**
- **Assist in other administrative tasks where required**

Skills & experience

- **Attention to detail and the ability to prioritise work to achieve vital deadlines**
- **Good communication skills both verbal and written**
- **Experience of invoice processing using an integrated ERP system would be an advantage**
- **Experience of multi-site and multi-company operations would be desirable**

Personal qualities

- **Customer service focussed**
- **Proactive, team player**
- **Ideally shares our values and beliefs**
- **Conscientious, hardworking and diligent**

Salary

£27,000 per annum & pro rata

WHAT'S IN IT FOR YOU?

**33 days holiday pro rata (including bank holidays),
plus an extra 2 days when you hit 5 years with us**

Generous & ethical co-owner pension scheme

**Annual profit share; at least 10% of all our profits are split equally
between all co-owners.**

**Free organic fruit and veg – you'll
never need to buy a broccoli again!**

25% off everything we sell

**Organic breakfasts and lunches, home-cooked
by our canteen chefs, at our two biggest sites**

**Enhanced maternity/paternity pay (plus six months of
free organic veg boxes for you and your new arrival)**

An annual allowance to spend on Riverford branded clothing

Lots of free co-owner events, including two massive parties a year

Flexible working options

**Bike loan scheme (we'll cover the cost
initially so you can get your bike tax-free)**

Life assurance cover

**A generous thank-you gift if you 'recommend a friend' to work with
us too. Lots of people work alongside their loved ones at Riverford.**

**Wellbeing resources, including Mental Health First Aiders and access to free
health and wellbeing services such as counselling and physiotherapy. Your
wellbeing is a top priority, and
there's lots of support at Riverford and beyond.**

**Training and progression opportunities open to
all, including fully funded apprenticeships.**



Riverford's values

