



Finance & Office Manager

Located near Ashford, Kent, Palmstead Nurseries Ltd produces and supplies a large range of premium quality plants to the designer, landscape and amenity markets. We currently have a new opportunity working within our dynamic, professional and successful business.

We are looking for a self-motivated, enthusiastic and methodical person to fulfil the position of **Finance & Office Manager**.

We require a highly organised and efficient person to join our busy team. You will be responsible for all aspects of financial management, including corporate accounting, regulatory and financial reporting, budget and forecasts preparation, as well as development of internal control policies and procedures. The FOM will manage the day-to-day running of the office and work alongside the directors to ensure smooth financial reporting. Responsibilities also include financial risk management, pension, payroll and IT support.

Ideally you will have previous experience of financial management, working in a busy and pressured environment, plus a proven ability to multi-task, motivate and communicate effectively. A good level of IT knowledge would also be an advantage.

Normal working hours are 07.30-17.00 Monday to Friday (Saturday morning working and working additional hours may be necessary during peak times). Full induction training will be provided.

For further details or to download an Employment Application Form please visit www.palmstead.co.uk/opportunities (or call 01233 813340 to request a copy) and return to Palmstead Nurseries Ltd, Harville Road, Wye, Ashford, Kent, TN25 5EU. Alternatively, you can email your completed form to opportunities@palmstead.co.uk, along with any questions you may have about the role.

The closing date for applications is Monday 19 June with interviews beginning Monday 26 June, and a suggested start date of July/August 2017.