



hofer powertrain UK job specification

15.02.2018

Job Title – Finance Assistant

Date position required:	ASAP
Reports:	Head of Finance
Salary:	Competitive
Benefits:	Pension, 28 days holiday (+bank holidays), salary sacrifice
Site:	hofer powertrain UK, 2, Titan Business Centre, Spartan Close, Warwick, CV34 6RR
Applications required by:	ASAP
Application format:	CV and covering letter

hofer powertrain – Part of the hofer AG (Group)

hofer, established in the 1980's, is a privately owned, German based, automotive engineering consultancy growing to in excess of 1,000 people over the next few years. We work with many of the world's automotive OEMs, Tier 1 suppliers and automotive technology centres and have numerous powertrain components in mass production including hofer designed electric motors and hybrid modules to full dual clutch transmissions.

With numerous offices across Germany, Austria, Italy, America, China and the UK, hofer has a truly global presence allowing comprehensive support for powertrain projects across all vehicle sectors.

- Specific sites setup to support many of the German OEMs
- hofer Mechatronik GmbH (Part of the hofer group) is the largest independent automotive hydraulics consultancy in the world
- Involved in many current and future AT, AMT, DCT and MT volume transmission design projects from clean sheet to production
- hofer has its own inverter / electric control technology and has designed hybrid modules and e-motors that are in production across the world
- Full design to production experience of hybrid powertrain technologies from energy storage to the road
- Full engine and motor driven test capability
- Production supplier to VAG group

As part of hofer group's global growth, and the continuing expansion of hofer powertrain UK, a vacancy has arisen for a finance assistant to join the Warwick office, reporting to the Head of Finance.

The key functions of the role:

- Processing purchase invoices and sales invoices.
- Processing of travel expenses reports.
- Bank and credit card reconciliation.
- Creating purchase orders in SAP accounting package.
- Loading of timesheet in SAP.
- Processing of supplier payments.
- Monitoring of aged debtors.
- Nominal ledger and journals postings.
- Filing.
- Assist with cash flow preparation.
- Supporting finance tasks where necessary.
- Ideally SAP knowledge and excel user.

Responsibilities:

To assist and support the finance team with a wide range of accounting tasks.

Qualifications / Education / Experience required:

Previous experience of accounts and finance.

Good excel skills.

Knowledge of SAP accounting software preferred.

Other beneficial attributes:

Knowledge of German language preferred but not essential.

Personal attributes:

Attention to detail.

Good communicator and team player.

Efficient, pro-active and can-do approach.

Well organised.

Able to handle confidential information and maintain professional standards at all times.