



FINANCE ASSISTANT

Job Description | April 2019

IKAWA

IKAWA is a fast-growing start-up based in East London.

We design and manufacture transformational, innovative systems to improve the quality and appreciation of coffee and have customers in over 70 countries worldwide.

Our products currently consist of two types of coffee roasting machines together with supporting apps and a range of curated green coffees. The award winning IKAWA Sample Roaster is used by coffee professionals to advance coffee quality by helping them improve their evaluation of green coffees. It has already been disruptive in this sector and is now being used by industry leaders to enter and win global coffee competitions.



We have also launched our first product in the IKAWA At Home range - our Smart Home Coffee Roaster System. This simple and accessible approach includes a coffee roaster, selection of green coffees, roast recipes and the IKAWA Home app. It is designed to bring coffee to life for coffee connoisseurs and enthusiasts. We're excited about the opportunities to expand in this sector.

Join us and help deliver this potential.

Our head office is in London Fields, East London. We have a sales office in Los Angeles and distributors worldwide.

See: www.ikawacoffee.com



The Role

We are looking to bring an ambitious, motivated and proficient individual to join our growing team in our London Headquarters, to support our finance function as we continue to grow rapidly.

You will be a critical member of our small and talented team, covering a wide variety of tasks and responsibilities across multiple business functions. Primarily you will work with, and report to our Finance Manager to support all elements of our financial management to facilitate timely reporting, forecasting and decision making.

Progression in the role will come through excellence in your performance in the core requirements of the role and the numerous and wide-reaching growth initiatives available to us.

The role is suitable for a candidate with demonstrable experience and/or qualifications in bookkeeping or basic financial accounting. We would also consider an individual with the necessary skills, attitude and motivation to learn on the job and be effective in the role.

Specifically, the role will encompass but will not be limited to:

- Producing weekly/monthly bank reconciliations.
- Review and process credit card and staff expenses.
- Process suppliers' invoices.
- Organise weekly payment runs.
- Maintenance of financial records and documentation following internal procedures.
- Ad-hoc finance and administrative tasks, including managing petty cash.

Experience, Skills and Personal Qualities

- Minimum 1 year experience in a relevant role.
- Enthusiasm and high level of organisation, with an ability to prioritise workload and meet deadlines.
- Analytical in approach, rational, with strong attention to detail and a high propensity for accuracy.
- Team player capable of building strong relationships, while able to work effectively by themselves.
- Working knowledge, or ability to quickly grasp cloud based accounting and stock management systems, specifically Xero (accounting), DEAR Systems (stock, sales and purchase invoices).
- Competence with Microsoft Office, particularly Excel.
- Relevant qualifications, and preferably educated to degree level.
- Experience and/or an interest in working for start-ups.
- Right to work in the United Kingdom.

Location

Our office and workshop is located at:

IKAWA Ltd, Unit 9, Bayford Street Business Centre, Bayford Street, London, E8 3SE

Contract

Full time (Monday - Friday).

Immediately available, notice periods considered.

Remuneration

Competitive salary based on experience.

Company benefits including MacBook, Home Roaster, team incentives and activities, perks, L&D opportunities, 22 days' holiday plus bank holidays, access to company pension scheme, ride to work scheme.

Application

Please send a CV, a cover letter of maximum one side, including the thing that excites you most about this role, and setting out how your experience meets the job description to jobs@ikawacoffee.com.

Please contact Matyas Tamasi, HR Manager with any queries on +44(0)7397512324.