



# Amthal

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## FIRE & SECURITY

PROTECTING WHAT'S PRECIOUS

## ROLE DESCRIPTION

**ROLE:** Senior Commercial Officer

**LOCATION:** Hybrid - Home working & 1 Executive Park, St Albans, Hertfordshire, AL1 4TA

### **COMPANY OVERVIEW:**

Established in 2000 Amthal is an independently owned business who design, install, maintain and monitor electronic Fire & Security systems.

Our mission is to provide unrivalled customer experience and professional service, we are committed to achieving operational excellence, through empowering and developing exceptional talent, to maintain our friendly and supportive environment.

### **ROLE OVERVIEW**

An exciting opportunity for a driven individual who is looking to become part of an ambitious and growing business. You will be joining an established and successful organisation to become a valued member of the commercial team. This is an ideal opportunity for someone who has previous experience working within a finance function of a business and looking to take the next step in their career while developing wider commercial skills and knowledge.

All aspects of the role must be performed in line with Amthal's values to realise its vision by providing unrivalled customer experience and professional service to our clients. The position requires a high level of self-motivation, organisation, responsibility and must be performed with integrity and dedication. In return we are committed to empowering and developing the exceptional talent, while maintaining our friendly and supportive environment to ensure we get it right first time every time.

### **DUTIES AND RESPONSIBILITIES**

- Supporting the Commercial Manager with general day to day tasks within the business
- Supporting the finance functions of the business including accounts payable and accounts receivable departments
- Preparing and managing monthly financial reporting process with the help of the finance team
- Supporting the supply chain team by utilising and building relationships with both internal and external stakeholders
- Supporting all internal departments with any commercial/financial queries and ensuring all decisions are in line with Amthal's Vision, Mission and Values.
- Taking the lead and managing with various projects within the business such as IT upgrades or new system implementation
- Supporting with the development / improvement of internal processes and procedures to ensure Amthal are as efficient and effective as possible
- Problem solving various issues within the business and being able to bring new ideas and solutions.
- Represent Amthal within meetings with various stakeholders, ensuring you maintain your professionalism at all times.
- Develop an excellent knowledge of Amthal's SaaS software packages including simPRO & Quickbooks to become a "Software Champion" within the business



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**Registered office: 1 Executive Park, Hatfield Road, St Albans, Herts, AL1 4TA**

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## **SKILLS, COMPETENCIES & ATTRIBUTES**

- Excellent relationship skills from maintaining existing relationships to developing new relationships with internal and external stakeholders
- Excellent written and verbal communication skills, therefore, be able to communicate effectively with the wider team and other stakeholders at all levels, with ease
- You will be team focused, be self-motivated and be able to embrace change
- Good negotiation skills
- A high degree of independence and integrity
- Being able to use your own initiative when completing day to day tasks
- Good spoken & written English
- Excellent time management skills enabling to meet all set deadlines
- To be a part of growing a sustainable dynamic business
- Comfortable using all Microsoft Office programs.
- You will be able to deliver unrivalled quality customer service
- Highly organised
- Experience in an office-based environment
- A logical approach to your work with an ability to manage and prioritise your workload in a fast-paced environment




## **PREVIOUS EXPERIENCE**




- Experience within the finance function of a business required
- A finance qualification (AAT or similar) or a degree in business/finance required
- Previous fire and security knowledge would be a bonus but not essential

***The above Job Description may change subject to the business needs and a new version will be given to the individual***

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We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

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