



Commercial Finance Manager (Part-Time)

Vranken-Pommery UK Ltd – London (Victoria)

Company Overview

Leading Champagne producer and European wine grower, the family-owned group Maison Pommery & Associés seeks a Commercial Finance Manager for its UK subsidiary based in London (Victoria).

The Group portfolio includes Champagne brands (Pommery & Greno, Charles Lafitte, Vranken, Diamant and Demoiselle), still wines from Provence (Chateau La Gordonne) and Camargue (Domaine Royal de Jarras), Ports and still wines from the Douro Valley (Rozès and Terras do Grifo), as well as sparkling wines from England (Louis Pommery England).

Vranken-Pommery UK is a fun, creative and casual environment to work in and this is a fantastic opportunity for an ambitious individual to gain new experiences, working amongst a small but passionate and friendly team.

Key Accountabilities

1) Accounts Receivable – Full Ownership

- Code and file sales invoices
- Maintain and reconcile sales accounts on client portals
- Maintain and reconcile AR ledger
- Credit control
- Main point of contact with clients for queries
- Manage new customer registration processes

2) Commercial & Sales Support

- Support the sales team to enable commercial decisions and policies aligned with business goals
- Support commercial and financial decision-making to drive future performance
- Analysis of new business cases and ensuring appropriate approval
- Provide weekly/monthly reporting of key business drivers to the sales team
- Provide ad hoc tasks/projects as required by the business

3) Management Accounts & Financial Reporting Support

- Assist with VAT Return completion
- Assist in the production of monthly budgetary and control reports
- Process weekly bank reconciliation
- Monthly stock reconciliations



- Assist with income statement and balance sheet reconciliations (accruals, prepayments, fixed assets register, inter-group reconciliations)
- Support annual, quarterly and monthly financial planning processes
- Production of year-end statutory financial statements, liaising with the Group finance department

Desired Skills & Experience

- Part-qualified/Qualified accountant (CIMA/ACCA) with minimum three years' experience
- Experience in nominal ledger, sales ledger, purchase ledger, cashbook and VAT declaration
- Excellent credit control skills
- Strong proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Advanced Excel skills including Pivot Tables, VLOOKUPS and SUMIFs (essential)
- Experience with SAGE X3 and PowerBI (beneficial)
- Experience collaborating with logistics and knowledge of goods import, stock movements and excise duties (advantage)
- French speaking (plus)
- Commercial awareness desirable
- Strong interpersonal skills and stakeholder relationship management
- Advanced organisational skills, multitasking ability and attention to detail
- Forward-thinking with proactive problem-solving approach
- Highly resourceful and able to work independently
- Passion or interest in the wine industry (plus)

What We Offer

- 3 days per week (24 hours), or spread over 4-5 days
- Salary £35,000 – £45,000 depending on experience and qualifications (pro-rata to 3 days)
- 28 days holiday plus bank holidays (pro-rata to 3 days per week)
- Benefits scheme (after probation) including private health insurance, pension scheme, income protection and life cover