



BUILDERS MERCHANTS FEDERATION

FINANCIAL ASSISTANT

JOB DESCRIPTION

The BMF (Builders Merchants Federation) is the trade association that represents and protects the interests of builders' merchants & suppliers to the building materials sector in the UK and Ireland.

Total membership from 1 Jan 2026 stands at 1,020 merchant, supplier and service companies who together have combined sales of c£52bn and employ just under 209,000 people in the building materials industry. The BMF's 525 merchant members, including 74 from Ireland, operate from just over 5,600 branches across the UK and Ireland.

Reporting to: Financial Controller & HR Manager.

Based at: Coventry Office.

Salary: Negotiable

This is a new part time role to support the Financial Controller & HR Manager. Ideally 20-25hrs per week, to be completed over either three or four days – hours and days are flexible.

Main Duties/Responsibilities:

- Entry of transactions into the finance system, including purchase invoices, staff expenses and posting bank receipts.
- Ensuring that invoices are approved for payment and overdue accounts are dealt with promptly and effectively via telephone and email.
- Resolve queries and issues related to invoicing and credit control.
- Identify and escalate any issues or risks related to the financial controller.
- Liaise with other departments to ensure that all invoicing and credit control processes followed.
- Ad-hoc analysis as and when required

Skills and Experience

- Previous experience in finance role is essential.
- Proficiency in Microsoft Office and Sage software is essential.
- Strong communication and interpersonal skills
- Excellent attention to detail and accuracy.
- Ability to work effectively in a team environment.

- Good telephone manner
- Good organisational skills used in planning own workload
- Calm and professional disposition
- Capable of working under pressure to meet necessary deadlines and initiatives
- Able to work in a busy office environment
- Have a 'can do' attitude and be willing to be flexible and help in a small team.

Desirable

- Experience of working in a not-for-profit organisation
- It is likely that the successful candidate will live in easy commuting distance of our Coventry Head Office
- Hold a current driving licence

Other Information

- Based at the BMF Coventry Head Office, 1180 Elliott Court, Coventry Business Park, Herald Avenue, Coventry CV5 6UB
- Occasional attendance at other venues, which may require an overnight stay (notice given)
- Contributory pension scheme
- Bonus scheme
- Holiday Entitlement – 23 days plus Bank Holidays (FTE)