

Fisheries Administrator & Accounts Payable Job Description

Full time: Monday – Friday, 09.00-17.00, 35h per week.

Reporting to: Accounts Payable, Settlement and Vessel Supervisor

Salary: £24k – £29k depending on experience and qualifications

Overview

At **Coombe Fisheries Limited**, we're on a mission to deliver **Premium British Seafood** to Global markets while embracing our core value: **One Crew, One Goal**. While our culture is still evolving, we're looking for people who can bring positivity, teamwork, and dedication to help us shape the future of our company. We operate all year round, processing and handling Premium British Seafood.

Why Join Us?

- Perks and Benefits:
 - On-site free parking
 - Cycle-to-work scheme.
 - 28 days of paid annual leave (inclusive of bank holidays).
 - Company Employee Discount Scheme and auto-enrolment into the Company Pension Scheme.
 - Free Employee Assistance Helpline (EAP)
 - Regular team building activities
 - £1000 employee referral scheme
 - Company accommodation available
- Sustainability in Action: Be part of a local family business committed to responsibly sourcing Premium British Seafood.

What to Expect:

- A fast-paced role, working with fresh Premium British Seafood. Perfect for those who thrive in an active, hands-on environments!
- It's a Seafood factory! So yes it can get a bit 'fishy' at times, however, this office based role has premium air condition, with superb office space, canteen facilities and access direct to the tarka trail! What more could you want!
- This is an ideal role for a keen individually looking for their next career step, so go on – apply now and join our exceptionally hardworking dedicated team now!

Role Overview

Coombe Fisheries is seeking an additional team member to support the Vessel Settlements and Intake Administration function and Accounts Payable.

This is a varied role combining fisheries operations administration and vessel settlement processing and purchase ledger support.

The successful candidate will initially support the Settlement & Vessel Co-ordinator and wider finance team, while progressively learning the full end-to-end process for fish landings, vessel settlements and associated financial administration.

Over time, the role will develop to take responsibility for key elements of the settlement and intake process, providing additional cover and resilience across both vessel settlement activities and purchase ledger

Due to the specialist nature of the fishing industry, full training will be provided.

Key Responsibilities

Fish Landings & Intake Administration

- Record all direct fish landings from vessels, markets and merchants.
- Maintain fish ledger records and supporting spreadsheets.
- Verify delivery notes, landing sheets and transport driver logs.
- Ensure all fish intake paperwork is complete and accurate.
- Liaise with production, transport and market personnel to resolve discrepancies.

Vessel Settlements

Assist with the preparation and processing of settlements for vessels landing directly into Coombe.

This includes:

- calculating deductions such as bait and harbour dues
- reconciling market purchase invoices to landings received
- verifying catch weights and grading information
- preparing settlement documentation for approval
- issuing settlement statements to fishermen once authorised

Fisheries Operational Administration

- Assist with administration relating to scallop settlement spreadsheets and other species tracking.
- Support catch tracking and intake recording processes.
- Assist with quota monitoring records and reporting.
- Communicate with fishermen, agents and market personnel as required.

Crew Payment Administration

- Assist with the preparation of crew payment schedules.
- Gather and verify settlement information from vessel landings.
- Support entry of payment data into Sage.
- Issue supporting documentation for crew payments.

Regulatory & Compliance Support

- Assist with catch certificate documentation and regulatory requirements.
- Support the collection and verification of landing data (e.g. trip dates, gear types, landing areas).
- Maintain accurate records for audit and compliance purposes.
- Renew fisherman contracts for those paid on a monthly basis and prepare paperwork for them to come back into the country when needed.

Communication & Coordination

The role requires regular interaction with:

- fishermen and vessel skippers
- fish markets and merchants
- production managers
- transport coordinators
- finance and accounts teams

The ability to communicate clearly and build effective working relationships is essential.

Purchase Ledger Support & Cover

- Process purchase invoices accurately and in a timely manner.
- Match invoices to delivery notes and supporting documentation.
- Maintain supplier records and resolve invoice queries.
- Assist with supplier statement reconciliations.
- Support payment runs and general accounts payable administration.
- Provide cover within the purchase ledger function during periods of absence or peak workload.
- Support the reduction of document backlogs, including scanning and filing.

Development of the Role

This role is designed to develop into a fully trained fisheries settlements and intake administrator.

The successful candidate will progressively gain experience in:

- vessel settlement preparation
- crew payment administration
- intake tracking and reconciliation
- regulatory and quota reporting
- purchase ledger processes

This will provide additional resilience within the team and support the continued growth of the business.

Skills & Experience

Essential

- strong organisational skills
- attention to detail and numerical accuracy
- confident working with spreadsheets
- ability to manage multiple tasks and deadlines
- good communication skills

Desirable

- experience in accounts payable / purchase ledger
- experience working with Sage
- experience within fishing, seafood or marine industries

Personal Attributes

The successful candidate will be:

- proactive and organised
- comfortable working with detailed operational information
- confident communicating with operational staff and fishermen
- capable of problem solving and resolving discrepancies
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Food Safety Culture

Coombe Fisheries Limited (the Company) are committed to ensuring that staff work in an environment that is inclusive with shared values, beliefs and norms that instil valued personal attitudes and behaviour towards food safety in, across and throughout the organization.

The Company wish staff to share these values and, in that respect, welcome suggestions for personal and Company improvements and involvement.