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# Accounts Technician (with some Business Development roles)

*Accepting applications now, until August 26th.*

## Summary

9Barista, the creator of clever coffee machines, is looking for a fastidious bookkeeper to manage the company accounts, whilst also engaging in a range of business administration and management activities. They'll be working directly with the founding team, and with our external firm of chartered accountants.

It's essential that they:

- Are highly organised, and enjoy being so.
- Think independently, and will be able to help the company develop improved methods.
- Have strong analytical and numerical skills, with a relevant higher level qualification.
- Have good communication and negotiation skills.
- Have experience with accountancy/bookkeeping, with demonstrated growing level of responsibility.
- Are well motivated/driven.

We'll offer them:

- A high responsibility job, with deep insight into how the company operates.
- Excellent progression opportunities as the company grows.
- A competitive salary.
- Like-minded colleagues.
- Significant share options.
- Excellent coffee.

## Background

9Barista is a growing start-up company in Cambridge UK, which has developed a new type of espresso machine, able to produce top-quality espresso whilst having no moving parts or electronics - making the machine inherently robust and long lasting. We shipped our first machine in December 2019 and we have grown rapidly since then, now producing a significant quantity of machines each week from our production plant in central Cambridge, and shipping them directly to customers all over the world.

## Our Customers

Our customers are spread all over the world, with most of our machines exported internationally. The machine is primarily intended for home use, and is typically bought from us directly by the end users. We keep a close relationship with our customers by providing full customer support and maintenance service in-house.

## The Team

We're a young company, with an energetic and highly driven team. We have a broad range of skill sets in engineering, digital integration, manufacturing technology, brand development, graphic design, entrepreneurialism and business development. We have a flat structure, and we like to get everyone involved in as many parts of the business as possible. We have seven team members working full time, with a number of remote contributors/advisors and a broad network of investors and dedicated customers.

## How we work

We're focused on continuously changing and improving the way we operate our business, never settling or being completely content with our current processes, products and services. We're highly analytical, measuring the performance of all aspects of the company, and using the results to determine where best to focus our development efforts. We spend considerable time and effort on the automation of data collection and analysis.

In parallel to producing and tweaking our existing machine, we are developing and prototyping new products and manufacturing processes, and we use our in-house CNC machinery, 3D printers and other tools to do this. We're expecting to introduce general purpose robots into the production space shortly, to take on some of the production work.

In all aspects of the business we are building in rapid feedback loops to speed up the development cycle of our products and services. For this reason we keep the majority of our manufacturing in the UK and manage close relationships with all of our suppliers and customers. All members of the company take on some customer service responsibilities to ensure we're all fully informed of how our products and services are being received.

## Job responsibilities

### Primary responsibilities;

- Manage the company's budget, receipts, payments, and financial assets.
- Reconciling all company transactions in Xero bookkeeping software.
- Monitoring and improving automations within Xero.
- Liaising with our external firm of chartered accountants to help them prepare; quarterly VAT returns, annual accounts, R&D tax credit returns, Patent Box submissions.
- Managing the Enterprise Management Incentive Scheme (Options scheme).
- Analyse financial accounting and sales data, compare to budget and forecast, explain variances, evaluate and implement corrective actions.
- Manage purchasing, and negotiate improved supply contracts.
- Assisting with applications for grants.

### Secondary responsibilities;

- Contributing to discussions and problem solving in a broad range of business areas, from financial planning to marketing and product development strategy.
- Helping our customers by solving their problems and offering product support (the whole team spends a short time at the beginning of each day doing this).
- Recruitment and onboarding administration.

- All other aspects of growing and developing a global product development and manufacturing business.

## Essential requirements

- Lots of enthusiasm, drive and ambition.
- Ability to think creatively, and to help the company develop improved methods.
- Experience with accountancy/bookkeeping.
- Excellent team working skills, and ability to form strong interpersonal relationships with colleagues.
- An excellent command of English, and an ability to communicate concisely and tactfully with our customers and the wider 9Barista team.
- Excellent numerical literacy and analytical skills.
- A highly methodical and organised approach to work.
- Relevant higher-level education (e.g Accounts Technician qualification).

## Valued experience/interests

- An interest in specialty coffee.
- Experience scripting and programming.

## Benefits

- Salary: We offer good salaries. The exact figure will depend on the candidate and the value we think you're likely to bring.
- Every employee will be enrolled in our Employee Ownership Scheme, where you will be given a significant number of share options in the company, so everyone benefits as the company grows.
- A fridge stocked with drinks of your choice, and fresh fruit delivered each week.
- Excellent coffee.
- 33 days annual leave, inclusive of national holidays, on a pro-rata basis.
- Flexible working arrangements are possible.
- As an early member of the team, you will have a significant impact on the emerging company culture. You will have the opportunity to help guide the company through its teenage years. It's a fun and impactful time to join!

## Contract Type

- Full-time employment, with a 3 month probationary period.
- Location: On site. Cambridge, United Kingdom

## Applications

If you're interested in applying, please contact Will Playford on [will@9barista.com](mailto:will@9barista.com). Please send in;

- Covering note.
- Your CV with any relevant qualifications and experience.

We welcome applicants from a diverse background, and we are consciously working toward employing more women in the company. Applications will be accepted between July 25th and August 26th.

Thank you, and we look forward to hearing from you!

## Further Information

- [9barista.com](https://9barista.com)
- [instagram.com/9baristaespresso](https://www.instagram.com/9baristaespresso)
- James Hoffmann review ([youtube.com/watch?v=ZcZMGx15QBU](https://www.youtube.com/watch?v=ZcZMGx15QBU))