

Post Profile

G-TEM

Post title	Purchase Ledger & Administration Associate
Division	Business Administration
Reporting to	Finance Assistant Manager

Post Definition/Purpose

The post holder is responsible for supporting the Finance Assistant Manager to complete general tasks connected to the purchase ledger and office administration.

Key Responsibilities

- Prepare and input purchase invoices
- Assist with purchase ledger-based enquiries, communicating with internal and external stakeholders
- Assist with the set-up of new suppliers
- Raising BACS payments
- Raising international payments
- Preparing remittance advices
- Reconciling purchase invoice information
- Assist with a review of goods received not invoiced (GRNI)
- Support with general office tasks such as monitoring of stationary equipment and processing daily post.
- Providing cover for reception when required
- Ensure that high standards of data protection are upheld.
- Promote a culture of working safely by always working in a safe manner

Skills & Abilities

- Excellent time and attendance record
- Flexible approach
- Self-motivated
- Excellent literacy & numeracy.

Qualifications & Experience

- Experience of working to deadlines and targets.
- Good written and verbal communication skills.
- Demonstrate a positive attitude and motivation to deliver.
- Experience with MFG Pro QAD an advantage.
- An accounting qualification at L3 or higher an advantage

Package

- 25 days holiday (mostly fixed with plant shutdowns) + 8 Bank holidays
- Competitive salary
- Enrolment onto Nest pension scheme
- 37.5-hour week working Monday to Friday.
- Work wear provided
- Free parking