



# Vacancy Notice

## PURCHASE LEDGER ADMINISTRATOR

The above vacancy has arisen within the Finance Dept on a full time basis, reporting to the Financial Controller.

The main purpose of the role is to ensure supplier invoices are processed in a timely and accurate fashion are paid within agreed timescales. The role will also provide administrative support to the department.

The role requires discretion, confidentiality, accuracy and good communication skills. The successful candidate will be capable of working accurately and to deadlines, can organise their own work priorities; have a pro-active approach and work well within a small team.

Whilst preference will be given to experienced candidates, consideration may be given to offering training to current employees with the potential to fulfil the role.

### JOB DESCRIPTION

- Processing purchase invoices (matching)
- Coding and posting manual invoices
- Process Payment runs
- Dealing with supplier queries
- Supplier statement reconciliations
- Allocating purchase ledger cash payments
- Housekeeping of purchase ledger accounts
- Invoice filing
- Processing and checking credit card expense claims
- Answer department telephone calls, emails, greeting visitors as required

### ESSENTIAL QUALIFICATIONS/EXPERIENCE

- Proven experience of a similar role within small/medium sized business
- Possess excellent communication and interpersonal skills
- Possess a pro-active, positive attitude
- Good team player
- Have excellent IT skills including Excel, Word

Closing date for applications is: **Friday 8<sup>th</sup> June 2018**

Applications should be made in writing, enclosing an up to date CV and sent to:

Catriona Betts,  
Trend Marine Products,  
Sutton Road,  
Catfield,  
Norfolk.  
NR29 5BG