

Purchase Ledger Administrator

General

Blyth Construction Utilities Ltd. is a multi-utility contractor operating throughout Scotland. Over the last three years the business has trebled in size and is one of the major private companies operating within the commercial and domestic utilities sector.

A vacancy has now arisen and we are looking to recruit an enthusiastic individual within our organisation to support the finance department.

The role of the Purchase Ledger Administrator is to primarily control the purchase ledger within the company.

The skills involved in this job are:

- Organisational
- Time management
- Good communication
- Computing
- Accuracy
- Numeracy
- Reliability
- Teamwork

Business administrative and computer skills are vital to this job together good planning and organisational skills.

The Purchase Ledger Administrator will deal directly with suppliers and so good communication skills are essential.

Tasks & Duties

Tasks and duties in the role of Purchase Ledger Administrator include:

- Liaising with Estimating department to raise & place bulk purchase orders for new jobs with suppliers.
- Liaising with workforce to raise & place ad-hoc purchase orders with suppliers.
- Controlling the hire of plant and machinery and updating the register.
- Matching delivery notes to purchase orders.
- Matching invoice to delivery note and purchase order.
- Agreeing supplier accounts to supplier statements at month end.
- Dealing with e-mail & telephone queries.
- Providing support to the sales ledger as required.
- Various other ad-hoc administrative duties as required in the performance of the role.

Working Conditions

The Purchase Ledger Administrator will be based at the main office in Alva.

This job requires a self-reliant individual with a drive to complete work to the highest possible standard, satisfying both the customer and company's expectations.

The Purchase Ledger Administrator reports directly to the Accounts Manager and will liaise with him on a day to day basis.

Education

Educated to Higher level or above, this position will suit a candidate looking to develop their business experience within an accounts environment.

Experience

This is a high volume role and as such, previous purchase ledger experience is essential.

Experience in the utilities or construction industry would be an advantage together with a knowledge of Sage 50 accounts package.

In addition, candidates will be expected to demonstrate a working knowledge of Microsoft Office based computing packages.

Benefits

We offer an annual salary of up to £16,000 for this position based upon level of experience and qualifications. Company pension contribution following successful completion of probation period. Thirty days holiday.

This role is available for an immediate start. Applicants should in the first instance forward a copy of their CV together with a covering letter explaining their suitability for this role and detailing their availability, by e-mail, to Andrew Kindness at akindness@blythconstruction.co.uk.

CLOSING DATE FOR APPLICATIONS 12TH SEPTEMBER 2010.