

POLYPIPE BUILDING PRODUCTS VACANCY

Purchase Ledger Supervisor (Temporary)

We are looking to recruit a Purchase Ledger Supervisor to cover maternity at our Broomhouse Lane site in Doncaster. The successful individual will be part of a professional office and effectively supervise and support a small team of clerks.

The Role:

- Supervising and managing workload of 4 purchase ledger clerks
- Hands on approach and assisting with the processing of complex purchase invoices
- Maintaining accuracy across the department
- Assisting with cash-flow forecasting
- Intrastat
- Processing BACS and international payments
- Prepayments
- Setting up of new suppliers
- Dealing with multi-currency
- Account reconciliations & accruals
- Month end closing of ledger and reports
- Clearing down the GRNI
- Cash posting and allocation

The Person:

- Ideally will have supervisory experience of managing and developing a small team
- Have an understanding of purchase to pay
- Experienced in the end to end purchase ledger process
- Strong excel skills including pivot tables and spreadsheets
- Understand VAT rules
- Ability to set forecasts and targets
- Excellent and strong communicator
- Ability to multi task, prioritise, work to tight deadlines under pressure
- Good organisational skills, adaptable and self-motivated and ability to delegate effectively
- Ability to maintain confidentiality

This is a temporary role to cover Maternity Leave and anticipated to last 9 - 12 months

Hours of work will be Monday to Friday, 9.00 am – 5.00 pm

If you wish to apply for this position, please either send your CV including a cover letter to: Jackie Feeley, Head of Accounts Services, Polypipe Building Products, Broomhouse Lane, Edlington, Doncaster, DN12 1ES or email: Jackie.Feeley@polypipe.com

Closing date: 22nd January 2019

If you are applying for this position, out of courtesy please inform your manager.

Polypipe operate an Equal Opportunities Policy