

Purchase Ledger Administrator

We are looking for an all-round experienced Purchase Ledger Administrator to support our business. You will have experience in an office environment, have excellent IT skills and be organised and efficient. The candidate will have a keen eye for detail and be able to analyse and prioritise. Experience of the construction industry and in particular CIS and Reverse Charge VAT would be ideal.

Responsibilities:

- Process Purchase invoices, delivery notes and purchase orders daily
- Reconcile and process credit card payments
- Reconcile supplier statements
- Deal directly with suppliers on price and delivery queries
- Assist Purchasing Manager with supplier issues
- Manage utility suppliers
- Process subcontractor payments in line with CIS requirements and HMRC Reverse Charge VAT regulations
- Prepare and process weekly and monthly payment runs
- Provide administrative support to the finance department
- Work to a monthly timetable

Requirements:

- Have excellent written and verbal communications skills.
- Be able to receive, follow and interpret instructions
- Organize workload to ensure timely fulfilment of assigned tasks
- Have strong IT skills particularly in Microsoft products
- Have own transport and preferably live within a 10-mile radius
- Have experience in a Small, Medium Enterprise.
- Enjoy a busy and varied workload

Package:

- Full time – 8.30am to 5.00pm – with 1 hour for Lunch
- Free Parking
- Statutory Pension
- Salary Range depending on experience
- 22 Days Holiday (raising to 23 in 2025) plus bank holidays
- Part time/Job Share and alternative start and finish times considered

For further information please contact Darryl Long on the below number or email at dlong@seamans.co.uk. Applications, please mark Private and Confidential to Darryl Long also at the address below

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