

PURCHASE LEDGER CONTROLLER

JOB REF: 0559

Our client is Europe's fastest growing roof window manufacturer, offering a full range of roof windows, sun tunnels, domes, loft ladders and blinds to the UK, Irish and European markets. They are looking for a Purchase Ledger Controller, based in their Head Office in Cookstown, to support the continuous growth of the business.

Job Purpose

The successful candidate will be responsible for the management of the UK & Ireland Purchase Ledger and will report directly to the Company Accountant.

Responsibilities:

- Processing of supplier invoices and credits
- Supplier statement reconciliations
- Investigate and resolve supplier queries
- Completing monthly payment run and adhoc payments
- Processing of expense claims
- Ensure good relationships are maintained with suppliers
- Establish and maintain effective, professional, working relationships with co-workers
- Maintain a tidy work area and organised filing system
- Other adhoc requirements

Person Specification

- Ability to prioritise and multi-task, while maintaining a high level of accuracy
- Ability to use own initiative and demonstrate good organisational skills
- Good interpersonal skills with the ability to communicate at all levels with both financial and non-financial people
- Competent Microsoft Excel skills
- Experience of using ERP systems (Microsoft NAV experience beneficial)

Contact Donna McGurk on 028 8676 0044 for a confidential chat or submit your CV via the link.

The Company reserves the right to vary criteria at the shortlisting stage.

Spectrum Employment Solutions is an equal opportunities employer and welcomes applicants from all backgrounds.

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