

Purchase Ledger Assistant, Crendon Timber Engineering, Long Crendon

Crendon Timber Engineering is a leading designer and manufacturer of engineered timber products. Operating from eight sites around the UK, its Timber Engineering business designs and manufactures Roof Trusses and Engineered Floors.

Role

To take full responsibility for the management of the purchase ledger including the review and improvement of current processes. Strong communication skills essential with both external suppliers and internal staff at all levels.

Duties / Responsibilities:

Reporting in to the Finance Manager, the successful candidate will take responsibility of the purchase ledger, duties include:

- Supervise the purchase ledger clerk,
- Review and manage ledger,
- Reconcile end of month statements,
- Prepare weekly supplier payment list,
- Process weekly BACS run,
- Process weekly subcontractor payments and other day to day duties.

Requirements:

- Experience of working in purchase ledger environment
- Good level of IT literacy, particularly Excel
- Understanding of CIS (Construction Industry Scheme) – not essential
- Self-motivating and communicative personality

Benefits

These include:

- Salary dependant on experience
- 22 days holiday per year, plus bank holidays rising to 25 after 1 years full service.
- Contributory Stakeholder Pension Scheme
- Life Cover
- Childcare Voucher Scheme

Hours of Work

40 hours per week, Monday to Friday (8.00am to 5.00pm).

Further Information

Location – Long Crendon, Aylesbury

Responses (CV's by email preferred)

Email : careers@crendon.co.uk
Contact: Janine Calcutt
Telephone: 01935 314 184

Company Name: Crendon Timber Engineering Ltd

More details about Crendon Timber Engineering can be found at our website:
www.crendon.co.uk