
“M.V. Kelly are a successful multi-million pound family company, which continues to grow. It is a friendly, fast-paced and busy environment and we look for hardworking, dedicated and flexible staff to grow and evolve with the business.”

Purchase Ledger Administrator

Contract Type: Permanent

Hours: Full time

Location: Birmingham / Coalville

To Start: ASAP

Salary & Benefits: Negotiable and dependent on experience

We are looking for an ambitious, motivated and thorough individual with purchase ledger or accounts experience to join our strong, fast paced Accounts team on a full-time basis, as a Purchase Ledger Administrator. Your role would be to ensure accurate processing of invoices and account reconciliation, whilst working within the Purchase Ledger team to achieve department deadlines.

M.V. Kelly Ltd are a highly successful Civil Engineering and Building Contractor specialising in Infrastructure and Groundworks, covering most of the UK. We are an innovative, dynamic and passionate business, who understands that the key to a successful business is successful people; therefore we recruit the best, and offer plenty of opportunities for growth and development.

This is an exciting opportunity for someone looking to start or progress their career and develop themselves professionally to become a key asset to the Purchase Ledger and Accounts.

Key Responsibilities and Accountabilities

- Process invoices, reconciling delivery notes to invoices received and orders for the various departments and materials.
- Release invoices in preparation for payment.
- Interaction with relevant department / supplier in order to resolve queries.
- Proactive query management and resolution for supplier accounts.
- Ensure correct paperwork is received to meet VAT rules and regulations.
- Ensuring accuracy and self-checking of work.
- Monthly reconciliation of supplier statements within deadlines.
- Set up new supplier accounts and maintain existing account details.
- Bank account details must be received in writing and checked and countersigned by PL Manager.
- Relevant photocopying / filling of invoices when required. Ensuring files are maintained in line with current procedure.
- Reception cover when required;
- Covering overflow of reception calls.
- Mentor/ support colleagues ensuring the department is working as a team to have all accounts up to date and accurate, assisting with colleagues work when required.
- Working to monthly deadlines set within procedures.
- Other duties as reasonably required from time to time.

Person Requirements

Essential

- ✓ At least 1 year Purchase Ledger/accounts/data inputting experience
- ✓ A good standard of GCSE'S (A-C) and at least 3 C's at A Level or equivalent
- ✓ Good understanding of Microsoft Excel and computer literate
- ✓ Effective oral and written communication skills
- ✓ Excellent interpersonal skills
- ✓ Demonstrate an extremely high level of confidentiality
- ✓ Excellent organisational skills
- ✓ Must be able to identify and resolve problems in a timely manner
- ✓ Meticulous and methodical
- ✓ Works with a high level of accuracy and attention to detail under pressure
- ✓ Ability to prioritise
- ✓ Team player
- ✓ Highly motivated with the desire to progress

Desirable

- Previous Purchase Ledger experience for a construction/civil engineering company
- Experience of dealing with high volumes in a busy environment

The standard of work, salary and benefits offered at M.V. Kelly surpass those of many and promise to develop your potential to its full capacity.

Apply

Please send a cover letter and CV to recruitment@mvkelly.co.uk.

Data Protection Disclaimer

By applying for this position you are giving consent to store and process your personal details as the company sees fit for the purpose of recruitment, in accordance with current Data Protection Legislation.

Equal Opportunities

M.V. Kelly is an equal opportunities employer; it is company policy not to discriminate against individuals with regards to sex, sexual orientation, race, religion and belief, disability, marital status and age or social background, and to comply with current legislation.