

WE ARE HIRING

Job Description – Purchase Ledger/Accounts Assistant

Responsible to – Emma Corlett (Finance and HR Manager)

Salary – £25k - £27k per annum / pro rata



Who we are...

We are proud to be one of the leading service providers in the country of Automatic doors, Aluminium doors & windows, and Industrial doors. We have grown significantly since we established in 1997, with a reputation for excellent products and customer service.

Our Values At ADC

- A family business where everyone is **valued**, **engaged**, and **supported** in what they do.
- Our team's **development** is cared for and we offer great **opportunities** to growth.
- Fantastic customer service and integrity, with **customer satisfaction** at our core.

A full-time Purchase Ledger/Accounts Assistant required for an established manufacturing, installation and service company based in Bromborough, Wirral. This is an excellent opportunity with strong growth potential within our friendly and thriving Finance and HR Department. Join a successful and growing business full of innovative thinkers, team players and dedicated workers.

This is an exciting role for the business, and a great opportunity for the right candidate to shape the role and contribute to the growth of our friendly, well-established, family company.

Accountabilities

- **Purchase ledger**
 - Accurately match, code and entering 500-800+ invoices a month using Sage 50 and bespoke project management systems.
 - Set up new supplier accounts & maintain existing account details within Sage 50.
 - Processing subcontract invoices under CIS.
 - Export and import invoices into Sage 50 using CSV files.
 - Monthly supplier invoice reconciliation & assist in weekly payment list.
 - Liaising with suppliers and resolving queries

- **Monthly Project Costing**
 - Process and enter monthly project costs, including stock issues, returns & labour hours using excel.
- **General Accounts Duties**
 - Place online orders via company credit card.
 - Process credit card payments & receipts.
 - Maintain and order company stationary as required.
 - Petty Cash.

To undertake any other duties requested by the Line Manager, which are consistent with the overall purpose of the post.

Person Specification

- 2+ years accounts experience
- Exceptional communication skills - written and oral.
- Exceptional attention to detail and organisational skills.
- Ability to work independently and contribute to a team.
- Skills and experiences to undertake the role and accountabilities listed above, and behaviours which reflect our company's values.

Our Benefits:

- Competitive salary
- Holiday increasing with service
- Progression within the business
- Training
- Volunteering
- Socialising
- Pizza Friday on pay day

What do we do?

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What is it like to work at ADC Entrance Solutions?

We are proud of our family ethos here at ADC Entrance Solutions, where we truly make sure everyone is supported in their roles and engaged in the continuous improvement of the business. We're proud of our team for making the most of every opportunity that comes their way. With a mix of long-time team members and some fresh faces, we're gearing up to build a bright future for ADC Entrances.

We have an array of benefits, including competitive salary, holiday increasing with service, progression, training, volunteering, socialising, and pizza on the last Friday of every month!

General

This job description provides the main accountabilities and purposes of the post at time of recruitment. This is not part of the contract of employment.

The above responsibilities should be read in conjunction with all contractual terms relevant to your employment, and any other non-contractual policies and procedures published by the company, which are regularly updated.

INTERESTED?

APPLY TODAY

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