## THE POSITION

Reporting to the Financial Controller, your role will be to control the recording of supplier invoices into the Purchase Ledger and Job Contract Ledger. To ensure effective, efficient and accurate financial and administrative operations in relation to suppliers. To administer accurate calculation and payment of wages, salaries and deductions to Lambert employees.

## RESPONSIBILTIES

- Maintain Purchase Ledger Database

- Record all job-related costs onto the job costing ledger

- Check and reconcile all invoices against orders

- Generate monthly payment reports

- Reconcile supplier statements to purchase ledger

- Calculate and pay wages and salaries

- Calculate and pay appropriate deductions from wages and salaries

- Maintain payroll information

- Scan all documents onto database

## DESIRED SKILLS & EXPERIENCE

- Experience in managing a computerised purchase ledger system within a high volume environment including carrying out reconciliations

- Experience in processing weekly and monthly payroll through to production of BACS file

- Knowledge of UK and overseas VAT regulations and current Employment and Tax Legislation

- Experience in managing expenses and petty cash

**POSITION:**
Purchase Ledger &
Payroll Administrator

**DEPARTMENT:**
Finance &
Administration

**TYPE:**
Full Time

**LOCATION:**
**Lambert**
Station Estate
Tadcaster
North Yorkshire
LS24 9SG
United Kingdom

### THE PERSON

- We are looking for someone who has a minimum of 3 GCSE/'O' level or equivalent at Grade C or above (including Maths and English)
- Accurate attention to detail with excellent numeracy and communication skills
- Excellent interpersonal skills as well as strong administration and organisation skills
- Competent in the use of Microsoft Office, especially Excel and Word

**If you would like further information or details of the full job description please contact HR.  If you wish to apply please forward a copy of your CV together with a covering letter to hr@lamberteng.com no later than Friday 14th April 2017.**

**Please ensure that your current line manager is aware of your application.**