

WE ARE HIRING

PURCHASE LEDGER SUPERVISOR

**POLYPIPE BUILDING PRODUCTS
BROOMHOUSE LANE SITE
DONCASTER**



Purchase Ledger Supervisor:

Required to join the existing team at our Broomhouse Lane site, Doncaster.

Hours of Work:

This is primarily an office-based role where you'll be expected to work 9am – 5pm, Monday to Friday with the flexibility to work additional hours at busy periods.

Join us:

Are you seeking an opportunity where the business is committed to developing the pool of talent across their employees, building knowledge and expertise in their specific field, and fostering a culture that is diverse and proudly recognises the achievements of their staff.

APPLY NOW!

If you're up to the challenge, please send your CV to the email below.



Jackie Feeley
Accounts Manager
Jackie.feeley@polypipe.com

Key Accountabilities:

- Supervising and managing a team of purchase ledger clerks
- Hands on approach and assisting with the processing of complex purchase invoices
- Maintaining accuracy across the department
- Assisting with cash-flow forecasting
- Intrastat
- Processing BACS and international payments
- Prepayments

To be successful you will:

- Ideally will have supervisory experience of managing and developing a small team
- Have an understanding of purchase to pay
- Experienced in the end to end purchase ledger process
- Strong excel skills including pivot tables and spreadsheets
- Understand VAT rules
- Ability to set forecasts and targets
- Excellent and strong communicator

Polypipe Building Products operates an Equal Opportunities Policy. All applications will be assessed against the criteria outlined in this job advert.

ADVERT TYPE

INTERNAL / EXTERNAL

APPLICATION CLOSING DATE

TUESDAY 22nd FEBRUARY 2022