

**JOB TITLE**

## Purchase Ledger / Accounts Administration

**LINE MANAGER**

Finance Director

**ABOUT US**

Aztec Oils is one of the UK's leading specialists in high-performance lubricant manufacture and distribution.

**SUMMARY**

We are currently recruiting for a Purchase Ledger/Accounts Administrator to work from our branch in Bolsover, Derbyshire. This is a permanent role for the right candidate, offering the chance to join an exciting team. The business operates in a fast-paced environment and has been consistently growing year after year, creating new opportunities within the group.

**PRIMARY RESPONSIBILITIES**

Tasks to include but not limited to:

- The ability to manage high volumes of invoices is essential
- Ensure invoice details are accurately coded and input correctly
- Checking monthly supplier statement reconciliations
- Work to agreed month-end cut-off timetable
- Ensure all filing is done correctly and promptly - including invoice scanning
- Liaise with suppliers to sort queries in a timely fashion to agreed service standards
- Liaise with various departments internally, ensuring effective communication with regard to any queries on invoices and payments
- Monitor and action own inbox and accounts inbox
- Additional help with general administration work as required
- Processing supplier payments through online banking and into the accounts system – for holiday cover
- Bank postings and reconciliations
- Sales Invoicing and associated reports

**KNOWLEDGE AND SKILL REQUIREMENTS**

- Purchase Ledger experience
- Excellent and accurate PC skills
- Experience working in an account's environment
- Good written and verbal communication
- The ability and motivation to meet strict deadlines in a fast-paced environment
- Reliable and flexible attitude to work
- Hard-working
- Well organised and pays attention to detail
- Enthusiasm and willingness to learn
- Able to organise own workload & prioritise effectively
- Always operate with a professional and courteous manner
- Competent in using an accounting system and Microsoft Office

**ADDITIONAL INFORMATION**

Salary: £25,000-£27,000

Shift: Monday – Friday, full-time, permanent

Enhanced holiday

To apply for the vacancy, please submit your CV and a cover letter to HR - [giulia.talmacel@aztecoils.co.uk](mailto:giulia.talmacel@aztecoils.co.uk).

To find out more about Aztec Oils visit our website [www.aztecoils.co.uk](http://www.aztecoils.co.uk)