

J McCann & Co Limited

Job Description & Person Specification



JOB DESCRIPTION

JOB DETAILS

Job Title:	Purchase Ledger Administrator
Vacancy Reference:	RJM1022
Salary:	£20,000
Department:	Accounts
Reporting To:	Office Manager
Hours of Work:	37.5 Hours, Monday to Friday 9.00am-5.00pm
Base:	Nottingham
Contract Type:	Full time

JOB SUMMARY

We are looking for a Purchase Ledger Administrator to join our team on a full-time basis. Based at our head office, the successful candidate will be part of a team who are fully accountable for the whole purchase ledger process, from purchase orders through to invoices. This is a great opportunity to work within a thriving and busy environment, and a great chance to build on your accounts experience.

Required Critical Behaviours

- Experienced and confident with volume inputting of Invoices
- Good knowledge of purchase ledger systems
- Computer literate including Outlook and Excel
- Good Interpersonal skills
- Excellent communication and listening skills
- Flexible, can-do attitude delivered in a reliable manner
- Ability to work on own initiative
- Work under pressure and to deadline
- Office administration experience

J McCann & Co Limited

Job Description & Person Specification



Duties and Responsibilities

- Input of high-volume invoices daily
- Matching of delivery tickets scanned into the accounting program
- Monitoring, upkeep and responsible for certain key accounts
- Liaising with suppliers when information is required
- Picking up overspill of phone calls as and when from main reception switchboard

ABOUT US

McCann Ltd is a leading civil and electrical engineering construction company that operates throughout the UK on major road, rail, and airport infrastructure projects for public and private sector clients.

We provide our clients with integrated infrastructure solutions that meet business needs and exceed expectations each and every time.

Since our formation, some forty years ago we have developed a wide range of specialist contracting services to support the successful delivery of major infrastructure projects throughout the UK. As a leading supplier and installer of street lighting, traffic signs, signals, communication systems and associated civil engineering we can also play a key role in the development of project design and buildability whilst working comfortably within a wide range of contractual arrangements.

With a large, highly skilled, directly employed workforce, supported by an extensive specialised plant fleet we are able to take on and deliver the most demanding of projects to programme and budget.

Furthermore, as a business, employer, and member of the wider community, we fully recognise our social responsibility, always striving to build a safe, sustainable entity which is environmentally responsible.

With an ambitious strategy, we are poised for further growth and success, so if you are committed, talented and enthusiastic, McCann's is the right place for you.

WHAT WE OFFER

In return we offer an opportunity to work on some of the UK's most exciting construction projects, in a fast-paced environment where each day brings new challenges as well as a competitive salary and benefits package. We will always consider flexible working hours and arrangements.

- 20 days annual leave entitlement, plus bank holidays
- Competitive salary
- Discount gym membership

J McCann & Co Limited

Job Description & Person Specification



EQUALITY, DIVERSITY & INCLUSION

J McCann is an equal opportunities employer and will not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or parental leave, race, religion or belief, sex, or sexual orientation.

In line with our Social Value commitment, we will guarantee an interview to any member of groups experiencing disadvantage, including long term unemployment, ex-offenders and those not in education, employment or training that meets the essential competencies set out in the job description and person specification.

As an employee, you have the right to:

- A workplace that is free from unlawful discrimination, harassment, or bullying
- Inclusive practices and behaviour in the workplace
- Equal access to benefits and conditions
- Fair allocation of workloads
- Competitive merit-based selection processes for recruitment and promotion
- Accessible processes to deal with work-related complaints and grievances

HEALTH & SAFETY

Every employee is responsible for their own safety and the safety of other in the workplace and has a duty to report any issues or perceived risks to their line manager in the first instance or the Health and Safety department.

