

Purchase Ledger Clerk

We are seeking a Purchase Ledger Clerk to support our Finance team at the Head Office in Bolton.

Reporting To:	Financial Director
Location:	Head Office – Hall Lane, Farnworth, Bolton BL4 7QF
Contract Type:	Permanent (subject to successful completion of 3 months probationary period)
Working Hours:	Monday – Friday: 09:00 – 17:00 (30 min unpaid lunch break)
Remuneration Package:	£23,000 - £26,000 (depending on experience) Annual Profit Related Bonus Workplace Pension Accident and Life Cover (after successful probationary period) Study support (A.A.T. or equivalent) is available after successful probationary period 35 days annual leave including bank holidays (sufficient days will need to be saved for the Christmas shutdown)

About Us

We are a specialist civil engineering and highways contractor serving local and transport authorities throughout the North West of England. Our aim is to deliver sustainable projects within the North West, enhancing infrastructure and accessibility of communities, whilst minimising environmental impact and reinvesting locally.

With over 75 years of experience working on North West highway projects, we have gained a distinguished reputation for delivering hugely successful schemes. Our multi award-winning collaborative and proactive methods guarantee the best level of service for our clients.

The business provides a wide range of civil engineering and highway construction services, utilising its highly skilled internal workforce and a network of subcontractors. Its area of expertise lies in executing intricate and challenging projects, including but not limited to drainage schemes, intersection enhancements, and public infrastructure development.

The majority of our income, approximately 80%, is generated from extended framework contracts with local Northwest authorities, which typically span from 4 to 10 years. In addition, the company also serves House Builders and Tier 1 Contractors, carrying out S278 and S38 works on their behalf.

We thrive by working with our clients from early inception of the project to provide cost effective solutions. Additionally, we assist clients in preparing funding bids and provide initiatives in community engagement and methods of delivery.

Our Social and Environmental responsibility track record is exceptionally strong, surpassing our competitors on Quality Bids and Social Value Matrices. Our Clear Management controls and structure ensure efficiency, and as partners of Framework contracts, we have a sizable forward order book extending over four years.

Our projects are solely located within the North West of England, with most of our schemes within Greater Manchester or the neighbouring areas.

Key Responsibilities

- Process a high volume of purchase invoices
- Matching, batching and posting invoices to COINS accounting software and occasionally to Sage Line 50.
- Request P.O.D.'s
- Filing of Waste Tickets
- Distribute invoices to managers for authorisation and effectively monitor the movements of these documents
- Resolution of internal purchase invoice queries
- Filing of supplier invoices/delivery notes

- Purchase ledger document control
- Supplier statement administration
- Petty cash control
- Banking
- Set up new Contracts/Clients/Suppliers
- Provide cover for other Finance Department staff
- Ad hoc finance and admin duties as required

Person Specification

- At least 2-3 years' experience in a similar finance role
- Comfortable working to deadlines
- Highly organised
- Numerate, with excellent communication skills, both verbal and written
- Experience of MS Office (especially Excel and Word)
- Experience of commercial accounting software

How to Apply

Applicants can apply by sending a CV with a covering letter to hr@gcox.co.uk