

Job Title: Purchase Ledger Administrator

Location: Lamesley, Gateshead

James Jones & Sons Ltd is a 5th generation family business and one of the UK's largest and most progressive timber processing companies with core activities in timber harvesting, sawmilling, pallets & packaging, and distribution. We operate from 25 sites across the UK, 11 Australian and 2 New Zealand sites and employ over 2,100 people. In the UK, we operate seven sawmills throughout Scotland and the north east of England: an engineered wood manufacturing plant in the north of Scotland and pallet and packaging operations at 14 sites across the UK. We produce high quality, British grown timber for the UK construction, landscaping, and agricultural sectors; market-leading JJI-Joists for the housebuilding and construction markets and pallets and packaging for blue chip domestic and exporting businesses.

The pallet and packaging operation within the James Jones Group manufactures up to 7 million new pallets per annum and repairs up to 30 million pallets a year, at 14 sites across the UK. This division has some of the most advanced pallet manufacturing facilities in the UK, a national distribution network and offers a complete range of pallets and specialist timber packaging. Our customers include all the major pallet pools and blue-chip companies including automotive, engineering, construction, pharmaceutical and retail businesses.

For further information about James Jones & Sons Ltd, visit www.jamesjones.co.uk

We are looking for an enthusiastic Purchase Ledger Administrator to join our small Accounts department, reporting to the Management Accountant.

The successful candidate will work Mon to Fri and the core hours will be discussed at Interview.

About the role:

The main purpose of this role is to provide admin support within the existing accounts department to ensure that the sites run effectively and efficiently.

Key tasks and responsibilities:

- Processing purchase invoices, accurately coding up and resolving any invoice approval issues
- Set up new supplier accounts and maintain existing account details within purchase ledger. Monthly reconciliation of supplier statements
- Process credit card statements and expenses
- Prepare for weekly payment runs

- Bring together quarterly missing or unprocessed invoice lists to be used to capture relevant costs in the period. This is the basis for quarterly accruals, so would need coding up to ledger code, site and cost allocation code
- Maintain existing spreadsheets used to assist in processing complex or repetitive invoices
- Take ownership of their portion of the Creditors Ledger, being proactive in keeping the ledger as up to date and tidy as possible. The ledger is split alphabetically across 3 Purchase Ledger Administrators
- Actively using Aged Creditors as part of the month end procedure to verify account balances
- Dealing with supplier queries via phone or email. You will be expected to take other incoming calls and forward any non accounts payable calls to the necessary person
- Adhoc duties supporting the whole accounts function and work as a cohesive Accounts Payable Team

Skills and Experience:

- Computer skills are essential (proficiency in Microsoft Excel, Word and Outlook) as well as the ability to multi-task
- The successful candidate should be numerate, with excellent attention to detail, be an effective communicator, able to use initiative with a pleasant telephone manner and friendly disposition
- Organised person with the ability to prioritise
- Professional demeanor with a drive to meet deadlines set

Desirable not essential skills:

Experience of Navision System or Microsoft Business Central

Remuneration and benefits include:

- 33 days annual leave (including statutory holidays)
- Employer pension contribution
- Annual bonus based on company and individual performance
- Health & Wellbeing services (remote GPs, mental health support, physio)
- Life assurance cover * after 3 months



James Jones
& SONS LIMITED
PALLET & PACKAGING

You should be able to demonstrate the above skills and have experience of working in a similar role. You must be able to prove that you are eligible to work in the UK without the need for sponsorship.

Please send your CV to: Donna O'Connor, Human Resources Manager, Broomage Avenue, Larbert, FK5 4NQ or email recruitment@jamesjones.co.uk