

CAREER OPPORTUNITY

JOB TITLE:

Purchase Ledger Clerk



Background

Agilitas is the leading global innovator of customer driven IT channel services, passionate about delivering first class IT services on behalf of vendors, IT resellers and managed service providers to extend their service capability and improve customer satisfaction.

Agilitas delivers solutions across workspace, server, storage and networking technologies to channel partners to over 60 countries throughout the world. These services include maintenance services, technical support, professional services and specialist engineering resource.

Guided by our shared values, we all take pride in everything we do, working as one team with a shared vision to deliver the highest standards to our customers. We work in a fast-moving ever-changing environment, so we are constantly looking at driving improvements to stay ahead of our game. There is a real passion to innovate across the whole Agilitas team, whether that be to improve our internal processes for our colleagues or simply make the customer experience a more pleasurable one! 5 core PRIDE values (Passion, Respect, Innovate, Deliver, Embrace) unite the Agilitas team and ensure we remain focused and consistent in everything we do.

We firmly believe that investing in our people is the greatest investment we can make into the future success of our business and our great employees have played a pivotal role in ensuring our company's growth. We are now recruiting for an Inside Sales Account Manager (Product) to join our established team as the primary interface between Agilitas and our UK customers.

The Role

Reporting into the Finance Manager, the main areas of responsibility are working through the whole purchase ledger process, from purchase order to invoices and reconciliations.

General (10%)

- Work with Finance Manager to develop and improve Processes, Best Practice
- Agree and Meet Targets and Objectives
- Work with other departments to develop best practice and procedures to allow further growth of company

Main Duties & Responsibilities

Purchase Ledger (90%)

- Raise purchase orders and code for non-stock items e.g. carriage and overheads
- Supplier statement reconciliations
- Raise mid and month end payment runs
- Daily interface of invoices and credits raised on ERP system into finance system
- Purchase invoice processing (log and match)
- Chase RMAs and follow through to obtain credit note from supplier
- Month end procedures and ledger management including month end control checks e.g. debit balances, GRNI, review purchase ledger
- Match Barclaycard payments to invoices and ensure purchase orders raised
- Paypal administration of receipts and payments
- Query resolution
- Review and develop reporting and procedures to ensure best practice
- Setting up new supplier accounts and maintaining existing account details
- Data Entry
- Maintaining strong relationships with suppliers

Knowledge & Key Skills

- Accounts payable > 2 years experience in an SME environment
- Good IT skills, especially on Excel
- Ability to adapt and be flexible to changing demands
- Self Motivated & Confident in your approach with ability to work on your own
- Excellent communication skills
- Solid team working skills

Desirable Skills

- Experience and understanding of I.T. industry
- Familiar with Microsoft Dynamics Great Plains Financial Systems or similar





Critical Success Factors

- Review and Improvement to Procedures and Documentation of Processes
- Work with Finance Manager to ensure the continuous supply of services to the business are maintained
- Timely settlement of creditor ledger after statement reconciliation
- Deadlines and KPI's are met

Key Contacts

70% internal - Finance team, Operations, Purchasing, Sales Team

30% external - Suppliers, Finance Outsource Teams

Hours of Work

Monday to Friday 9 am to 5.30 pm

In Return

As well as being a great place to work with a friendly and helpful team, we offer the following benefits:

- Salary of £20,500
- Standard 25 days holiday + bank holidays
- Additional ½ day birthday holiday
- Ability to 'earn' an additional 4 days per annum if you win quarterly awards based on the company PRIDE values.
- Cycle to Work Scheme.
- Death in service (2 x salary).
- Employee Cash Plan (including 24/7 Employee Assistance Programme, contribution to everyday healthcare and complementary therapies, 24 x7 access to Virtual GP, stress management, counselling, access to 1000s of retailer discounts)
- Regular away days and social events.
- Quarterly and annual awards.
- Invitations to award ceremonies and partner events.

We are based in Nottingham at Glaisdale Parkway which is situated on the west side of Nottingham located approximately 4 miles to West of the City Centre via the A609 and 4 miles from the M1 with convenient access to junctions 25 and 26. The area is very well connected for public transport with numerous bus routes in close vicinity.