

Purchase Ledger Analyst

Manchester

To manage and maintain the daily processing of supplier invoices, ensuring invoices are coded correctly, approved promptly and paid to agree terms, as well as building and developing relationships with internal and external customers.

Main duties of the role:

- » Maintain all operational aspects of the Purchase Ledger and the specific allocated supplier accounts. Including but not limited to: Fuels purchases, Esso Cards, Demurrage, Americas purchases, Greenergy Asia, Greenergy Terminals, GRINT, Biofuels and Flexigrid.
- » Being the account manager for a portfolio of suppliers within the team with a focus on excellent customer service.
- » Handling and resolution of queries, liaising with internal and external customers, proactively seek to improve or create new processes that benefit all parties.
- » Ensuring all aspects of Customer Service Level Agreements are completed.

Tasks:

- » Processing of daily, weekly and monthly invoices from Greenergy suppliers, using agreed work streams to maintain a clean Purchase Ledger
- » Reconciling data from multiple sources, ensuring queries are handled, debit balances and unapproved invoices are at a minimum, volumes are reviewed for efficiency and accuracy.
- » Manage the reporting outputs; Cash flow, on hold report, GRNI reporting etc to the business.
- » Maintenance and verification of Purchase Ledger Month End close, including Accruals postings and/or reconciling PL to GL balance.

Competencies to focus on:

- » Good analytical skills, attention to detail and a high level of numeracy.
- » Strong communicator and be able to develop trusting and credible relationships at all levels of the business.
- » Be flexible and adaptable, understand the overall goals of the team and actively seek to help achieve them.
- » Ambitious, enthusiastic and looking to progress within a reputable and fast moving organisation.

Nice to have:

- » Knowledge of Oracle.
- » Experience of the road fuel industry

Job application:

To apply for this role please submit a current CV along with a cover letter highlighting how you meet the competencies for the role and detailing your previous experience to **deborah.rees@greenergy.com**

Your cover letter along with your CV will be used to assess your application, therefore applications without a covering letter will not be considered.

Please note, due to the volume of applications we regret to advise you that we are unable to respond to Candidates who are not short listed for this role.

If you should have any queries regarding this position please call Debbie Rees 01827 302298. No Agencies.