

Purchase to Pay Administrator- 6 month FTC

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Company: Marks Sattin

Location: Sheffield

Category: business-and-financial-operations

Marks Sattin are currently recruiting a Purchase to Pay Administrator on behalf of a leading law firm based in Central Sheffield.

The role will involve supporting the firms Purchase to Pay processes. You will support the Service Delivery Manager on;

Processing accurate information

Establishing effective working relationships with the Purchase to Pay team and cross functional teams in order to support the project

Work with International finance teams to ensure the firms Supplier Master Data is accurate

Utilise various data sources to ensure data is accurate

Highlight any key risks to Senior Stakeholders

The successful candidate will have;

An understanding of Purchase to Pay functions - with proven experience

An understanding of SAR (Solicitors Accounts Rules) - desirable

An understanding of Data Management

The ability to build and maintain relationships with International teams

Excellent communication skills

Salary is ranging £25,000 - £28,000 depending on your level of experience

37.5 hours per week

Hybrid working

Sheffield Centre based office

If this opportunity is of interest, please apply within!

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