

## Purchase to Pay Administrator

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Company: Get-Recruited (UK) Ltd

Location: Manchester

Category: other-general

PURCHASE TO PAY ADMINISTRATOR / IMPORT FINANCE ADMINISTRATOR

MANCHESTER CITY CENTRE

£28,000 to £35,000 (NEGOTIABLE) + BENEFITS

### THE COMPANY:

We're proud to be partnering with a highly successful importer based in Manchester City Centre who is looking to recruit a Purchase To Pay Administrator / Import Finance Administrator to join the team.

As a Purchase to Pay Administrator / Import Finance Administrator, you'll be working as part of the finance team and will take responsibility for managing the purchase order process, handling purchase orders, managing stock, logistics and shipping.

The role would suit an individual who is working in a mixed role that includes Purchase Ledger and Logistics, and will likely hold a role such as; Purchase Administrator, Purchase Ledger Administrator, Import Clerk, Import Administrator, Purchase to Pay Administrator or Logistics Administrator.

It's a great opportunity to join a rapidly growing and forward-thinking organisation.

## THE PURCHASE TO PAY ADMINISTRATOR / IMPORT FINANCE ADMINISTRATOR ROLE:

Reporting to the Finance Manager, you'll be responsible for processing Stock invoices and matching them to orders.

Verifying and confirming invoices/documentation are correct from suppliers before suppliers submitting these to related parties such as banks, clearing agents.

Working closely with Logistics, Sales & Merchandising departments with regards to supplier orders and stock delivery dates.

Recording/updating information on various schedules around orders, shipments, shipping lists.

Liaising with Warehouse re when stock can be received.

Liaising with Clearing Agents regarding clearing documents

Processing non-stock invoices such as freight, duty and VAT

Monitoring postponed VAT account transactions and duty deferment statements on HMRC Gov Gateway

Settling import bills and loan payments

Creating stock receipts, and posting payment journals in Navision

Working as part of the team to support year end audit process.

**THE PERSON:**

Must have experiencing in a similar role that includes Purchase Ledger, Logistics and Stock.

The successful candidate may come from a role such as; Purchase to Pay Administrator, Import Clerk, Purchase Ledger Clerk, Logistics Administrator or similar

Qualified to AAT Level 3 would be desired but not essential.

Strong communication and organisation skills

Basic to Immediate with MS Excel

Any experience of Navision would be an advantage, but this can be trained.

A good understanding of VAT and Stock, and ideally imports.

**TO APPLY:** Please send your CV for the Purchase to Pay Admin role via the advertisement for immediate consideration.

Get Recruited is acting as an Employment Agency in relation to this vacancy.

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## Cross References and Citations:

1. Purchase to Pay Administrator [FlightattendantjobsJobs Manchester Flightattendantjobs](#)
2. Purchase to Pay Administrator [Gigajob Jobs ManchesterGigajob](#)
3. Purchase to Pay Administrator [Caregiverjobs Jobs ManchesterCaregiverjobs](#)
4. Purchase to Pay Administrator [Trademethejobs Jobs ManchesterTrademethejobs](#)
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