

# come and work with us



## Cost Clerk

### The Role:

Support Barhale Construction Services (BCS) in the capture and allocation of cost to contracts and the management and review of accruals to reflect accurate costs.

### Key Responsibilities:

Timely matching of invoices to purchase order/GRN to accurately record contract costs  
Management and review of accruals against unmatched GRNs  
Manage supplier queries where required, including when invoices do not reflect order/GRN  
Manage and resolve supplier invoice queries  
Process supplier payment runs  
Production and distribution of cost reports  
Ensure compliance of process and procedures  
Assisting in audits  
Process vehicle fines and recharge  
Assist with month end duties  
Adhoc business tasks

### Key measures & targets:

Timely and accurate cost reporting  
Timely and accurate invoice clearing

### Key relationships:

Finance team  
BCS Team  
External Suppliers

### Person Specification:

The successful candidate is likely to meet all of the following criteria

Experience in use of Redsky Summit or similar integrated Finance/Business system  
Experience in Construction industry preferred, in a purchase ledger/cost clerk role  
Familiar with Purchase Ledger and related processes and activities  
Good administrative and organisational skills  
Computer Literate essential  
To be able to work individually or as part of a team  
Able to complete tasks accurately and meet deadlines

### Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

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In addition you may be eligible for entry into the Company's non-contractual bonus scheme, based upon, among other things, the performance of the employee and of the business unit and/or Company.

## About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 800 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

**Water:** Civil Engineering, Tunnelling, Pipelines and Utilities

**Transport:** Rail, Aviation, Waterways, Highways and Bridges

**Energy:** Power Generation, Power Transmission and Distribution, Waste

**Developer Services:** Civil Engineering across private sector developers UK wide

**Specialist Businesses:** Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

## How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to [careers@barhale.co.uk](mailto:careers@barhale.co.uk).

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.