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Purchase Ledger 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.

BCS Group, part of the Barhale Group, is a privately owned company first established in 1980. BCS Group is a leading supplier of safety and construction products and services that operates from our central manufacturing and distribution centre in the Midlands.

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:

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

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.

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.