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## **Cost Clerk**

### **The Role:**

The Cost Clerk is responsible for the matching of all invoices received into the business. Ensuring queries are dealt with in a timely manner, and maintaining positive relationships with suppliers. Providing general support to the Finance Team during busy periods.

### **Key Responsibilities:**

#### **Invoice Matching**

- Complete invoice matching for all invoices received into the business, working with the Accounts Team. Ensuring invoices are matched in a timely manner
- Identify queries where invoices cannot be matched to system GRNs and follow up with the relevant departments. Manage all queries identified, and ensure they do not impact on the supplier relationships
- Follow up on all credit notes as required
- Provide management with information on accruals and unmatched GRNs

#### **Other Duties**

- Assist the Finance Team with scheduled audits
- Provide support to the Finance team with ad hoc requests and assist with projects as requested

#### **Systems, Process & Quality**

- Ensure processes are followed, providing management with feedback to assist with continuous improvement. Contribute to the near miss procedure
- Maintain a high level of customer service to all times

### **Key measures & targets:**

Efficiency of invoices matched, and number of invoices unmatched in the system

### **Key relationships:**

Finance Manager  
Credit Controller  
Procurement Team  
Suppliers

### **Person Specification:**

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

#### **Essential:**

- Previous experience as a cost clerk, familiar with purchase ledger processes
- Experience working with customers or suppliers with an understanding of maintaining positive working relationships
- Good administrative and organisational skills, computer literate essential
- Able to complete tasks and meet deadlines

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**Desirable:**

- Experience in use of Redsky (Summit) or similar integrated Finance/Business system
- Experience in Construction industry preferred, in a purchase ledger/cost clerk role

**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

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 BCS Group:**

BCS Group, a subsidiary of Barhale Holdings Plc, is a privately-owned company. We are a leading supplier of safety and construction products and services that has depots in both the Midlands and Scotland. We pride ourselves on providing a first-class service to all our customers, ensuring the right product or solution is delivered to the right location on time. With over 5,000 items within our core range, BCS Group can fulfil any order and ensure it is delivered direct via our own dedicated transport fleet or those of our partners.

**Manufacturing:** Our capabilities include standard and bespoke signage, labels, temporary and permanent road traffic signs and bespoke steel fabrication/installation which includes foot bridges, walkways, flooring, guardrails, ladders and tunnelling products.

**Extensive Stock Range:** Distributor of leading industry brands in PPE & clothing, traffic management, safety & lifting and site equipment products. These include Bollé, Pulsar, Globus, Rock Fall, Progarm, Portwest, Melba Swintex, Oxford Plastics, JSP, Nissen, Carters, Orafol, Crowcon, Radiodetection, Dräger, Ridgegear, and Plant Nappy.

**Safety Equipment Servicing:** Specialist safety & lifting repair, calibration and inspection since 1999. We have our own purpose-built maintenance and calibration facility for gas detection, cable avoidance, breathing apparatus and lifting equipment which along with our fully equipped mobile calibration unit is where all maintenance and repairs are carried out. Our staff are trained and fully qualified in maintenance, calibration and inspection of a full range of specialist safety & lifting equipment.

**Our People:** With a direct work force philosophy, the company culture is driven by our core values, which describes how we act day-to-day. We ensure all your needs are met through our national call centre and dedicated account management.



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**Triple Accreditation:** ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 and ISO 50001:2011 standards, which means our customers can have complete confidence that we have an ongoing commitment to be a safe, efficient and responsible partner.

**How to apply:**

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