

# Purchase Ledger Analyst

Manchester

Entrepreneurial zeal along with a desire to do things differently has spurred Greenergy to grow from a bedroom start-up to become Britain's largest supplier of road fuel. Good customer service is central to our mission and we constantly strive to be a company that's easy to deal with by streamlining processes and eliminating bureaucracy. Choose to work for Greenergy, and you'll find a welcoming environment where we endeavour to approach the status quo of an established industry with fresh eyes.

The role is based in our Finance Shared Service Centre located at Towers Business Park in Didsbury.

## Purpose of role:

To manage the daily processing of supplier invoices, ensuring invoices are coded correctly, approved promptly and paid to agreed terms, as well as building and developing relationships with internal and external stakeholders.

## Team responsibilities:

- » Maintaining all operational aspects of the account payable ledger and the specific allocated supplier accounts. Including but not limited to: Fuel purchases, Esso Cards, Demurrage, Greenergy America purchases, Greenergy Asia, Greenergy Terminals, GRINT, Biofuels and Flexigrid.
- » Responsible for a diverse portfolio of suppliers within the team, with a focus on excellent customer service.
- » Handling and resolving queries in a timely manner through effective communication, and liaising with internal and external stakeholders.
- » Proactively seeking to improve or create processes that benefit all involved parties.
- » Maintaining a high level of customer service and ensuring that all service level agreements are complied with.

## Individual responsibilities:

- » Processing of daily, weekly and monthly invoices from Greenergy suppliers to specified payment terms.
- » Reconciling data from multiple sources, ensuring that debit balances and unapproved invoices are at a minimum, and that all volumes are reviewed for efficiency and accuracy.
- » Managing the Purchase Ledger reporting outputs, including but not limited to; daily cash flows, overdue and exception reports, and GRNI.
- » Purchase Ledger Month End close processes, including accrual calculations and postings, and the reconciliation of accounts payable to general ledger.

## What you'll need to succeed:

- » The ability to maintain excellent attention to detail in a fast-paced, high pressured environment.
- » A high level of organisation and motivation, with the ability to work to multiple deadlines and to prioritise workloads calmly and effectively.
- » Strong interpersonal and communication skills, and the ability to develop trusting and credible relationships with all levels of the business.
- » The ability to reconcile data from multiple sources and the confidence to challenge discrepancies should they arise.
- » A flexible and adaptable attitude. Understanding the overall goals of the team, you will have the ability to use your initiative, challenge the status quo and actively consider new ways of working in order to achieve them.
- » Ambition, enthusiasm and wanting to progress within a reputable and fast moving organisation.
- » A good level of IT literacy including competency with all aspects of Microsoft Office but with advanced Excel abilities.
- » Some knowledge or prior experience of accounting and finance, including month end close and double entry bookkeeping.

## Nice to have:

- » Working knowledge of Oracle.
- » AAT qualification or to be actively studying towards a professional qualification.

The Greenergy logo features the word "Greenergy" in a bold, dark blue, sans-serif font. A thin green vertical line is positioned to the left of the text, extending from the top of the page down to the bottom of the logo.

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## What you'll get in return:

- » 25 days holiday per annum.
- » Competitive Salary - dependent upon experience.
- » Free on-site parking.
- » Benefit package, including study support, pension and private healthcare.

If you are interested in joining the Greenergy team, please submit a current CV along with a cover letter highlighting how you meet the competencies we are looking for and detailing your previous experience to:

Deborah.rees@greenergy.com

Your cover letter along with your CV will be used to assess your application, therefore applications without a covering letter will not be considered.

Please note, due to the volume of applications we regret to advise you that we are unable to respond to Candidates who are not short listed for interview.

If you should have any queries regarding this position please call Debbie Rees 01827 302298