

Vendor Compliance Analyst

Didsbury, Manchester

Greenenergy is the UK's leading supplier of road fuel and growing rapidly in the UK, and internationally. We operate globally with offices in Canada, the USA, Brazil and Dubai and source fuels from around the world, receiving over 700 shipments annually. To deliver fuel to our customers, we also have an in-house haulage operation employing over 350 drivers. Greenenergy is a major investor in the UK's fuel infrastructure, regenerating import terminals that are essential to the country's ongoing supply security. Greenenergy Fuels is the largest trading entity of the group, supplying 15 billion litres of fuel to its customers each year. It represents one of the most complex areas of the group in terms of accounting and reporting.

Purpose of role:

To perform independent checks on, and then maintain, sensitive purchase ledger master data.

To assist in the performance or examination of various Greenenergy Internal Control matters where appropriate (training will be given).

Main duties of the role (note the balance of focus between Supplier master data work and other Compliance work will vary depending on business needs)

- » Performance of independent investigative checks on new vendors and changes to sensitive data (by contacting new suppliers direct and a variety of other research methods)
- » Maintenance of sensitive purchase ledger master data.

Required competencies:

- » Good analytical skills, attention to detail and a high level of numeracy.
- » Proven track record with with master data.
- » Strong approachable communicator and be able to develop trusting and credible relationships at all levels of the business.
- » Be flexible and adaptable, understand the overall goals of the team and actively seek to help achieve them.
- » Friendly, enthusiastic and looking to progress within a reputable and fast moving organisation, which strongly promotes from within.

Nice to have:

- » Knowledge of Oracle, Excel skills, Audit experience, background in other SOX companies.

People are key to our continuing success; we work hard to reward, develop and retain staff. We offer a competitive salary, career progression opportunities, along with a comprehensive benefits package which includes;

- » 25 days holiday per year, increasing by 1 day after 5 years' service for every full year up to a maximum of 30 days plus bank holidays
- » Private Medical Insurance
- » Worldwide Travel Insurance
- » Company Pension
- » Life Insurance cover of 4 times basic salary
- » Eye Care Vouchers, Flu Jabs
- » Ride to Work Scheme
- » Access to a discount site for things like eating out, health and leisure etc.
- » You will also have access to the 24/7 Employee Assistance Programme.
- » Excellent staff facilities.

If you are interested in joining the Greenenergy team, please submit a current CV along with a cover letter in support of your application. 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.

NO AGENCIES - Thank you.

The logo for Greenenergy, featuring the word "Greenenergy" in a bold, dark blue, sans-serif font. A thin green vertical line is positioned to the left of the text.