

# **Colloide Engineering Systems Ltd**

## **Company Introduction**

Colloide are a process engineering company, delivering tailored solutions for clients across many industries including Water and Wastewater, Food & Drink, Facilities Engineering and Energy sectors. Over the years the organisation has gained an enviable reputation for Engineering Excellence. This is largely a result of its multidisciplinary team of engineers, which has an established track record in the water and wastewater industry. On account of the expertise within Colloide, the engineering team is in a position to offer services from specialist process consultancy through to turnkey plants.

We have an upcoming vacancy in the following area;

**JOB TITLE:**                      **Accounts Administrator - Payable**

**REPORTING TO:**                **General Manager**

**JOB PURPOSE:**                **As Accounts Administrator, you will be responsible for maintaining an efficient and accurate finance function within the business, and providing support to the Accounts Team. Your work will include basic bookkeeping activities, working with purchase ledgers, processing monthly reports and ensuring that records and payments are accurate.**

This is an exciting opportunity for an Accounts Administrator to make an impact for a growing, progressive business.

## **MAIN TASKS AND DUTIES**

The role is 40 hours per week and is based in Cookstown, N Ireland.

- Provide support to the Accounts team by completing tasks using Microsoft Excel & SAGE Line 50 Accounts.

### ***Suppliers***

- Matching invoices & credit notes to the Purchase order system
- Adding Invoices & Credit Notes to Sage
- Filing Invoices in Dispute File & Invoices files
- Checking through Supplier Statements & Filing
- Communicating with Suppliers

- Producing Supplier Payment Lists
- Completing Credit applications
- Assist the Purchasing Co-Ordinator with Purchase Orders , when necessary

### ***Subcontractors***

- Initial stage of setting up New subcontractors (Subbie pack/Spreadsheets
- Adding Subcontractor Invoices/Credit Notes to Sage/ Spreadsheets

### ***General accounts***

- Updating systems re Monthly Credit Cards
- Assist in generating Monthly Key Performance Indicators (KPIs)
- Processing internal expenses
- Assist with IE VAT & GB VAT
- Assist the Accounts Team in other aspects when required

### ***Administration***

- Answer telephones
- Filing, photocopying, scanning
- Organise Travel Arrangements
- Organizing and distributing the post
- Organizing incoming and outgoing deliveries etc.

## **APPLICANTS SHOULD SATISFY THE FOLLOWING CRITERIA:**

### **Essential Skills & Experience**

The ideal candidate will hold:

- Previous work in Administration role (at least 12 months)
- GCSE Math's & English
- Business / Administration Qualification
- Use of Sage Accounts 50
- Proficient in use of Microsoft Excel & Microsoft Word
- Be able to work on own Initiative
- Have ability to work to deadlines
- Good communication skills and telephone manner
- Organisational skills
- Ability to work as a Team member

### **Desirable Skills & Experience**

- Knowledge of Sage Payroll (desirable)

- Knowledge of the Construction Industry Scheme (Desirable)

The salary awarded will reflect the responsibilities associated with this role and the abilities of that person.

## **RETURN OF APPLICATIONS**

Applications should be either:

- (a) Posted or hand delivered to our offices at:

FAO Stacey Drennan  
Colloide Engineering Systems Ltd.  
Cookstown Enterprise Centre  
Derryloran Industrial Estate  
Cookstown  
Co. Tyrone  
N Ireland  
BT80 9LU

- (b) Email to [stacey@colloide.com](mailto:stacey@colloide.com)

**The closing date for applications is Friday 1<sup>st</sup> September 2017 at 5pm**