



Purchase Ledger Clerk



*Accounts Department
Reepham*



A little bit about The *Original Cottage Company*...

Set up by *Richard & Lesley Ellis*, Norfolk Country Cottages commenced trading in January 1992 from the *family kitchen table*. Since then, with *enthusiastic organic growth* and *judicious acquisitions*, we have grown to be the largest *family-owned, independent* holiday cottage company in the country, known collectively as *The Original Cottage Company* (TOCC).

Having our local teams means we can give that local, personal touch to our homeowners and holidaymakers alike. Being part of a bigger family means we can also offer more professional marketing, IT and accounts services than would not be possible with a smaller company. We believe this gives the best of both worlds and is unique in our industry.

Our big competitors think we are crazy for having so many offices and staff, and our small competitors dream of having the expertise that we can offer. This is the reason we have grown every year since 1992.

We foster universally high standards and take a strongly ethical approach when dealing with our employees. We believe in playing to people's strengths and are proud of our reputation for flexibility and fairness as an employer, providing a professional, innovative and fun place to work. This is reflected in the fact that many of our employees are long-serving and thus very experienced.

As an award-winning employer, we take delight in seeing our employees develop and grow within the business. We are proud to be a true family business with a strong set of values which guide and inform the way we work. We are;

- *Family* owned
- *Local*
- *Friendly*
- *Reliable*
- *Honest*
- *Customer* focused
- *Innovative*
- *Flexible*
- *Progressive*
- *Fun*



Job Description - What's the job all about then?

Overview

This is an exciting opportunity to join our rapidly growing business. This is an entry level position to support and provide resilience to the Purchase Ledger Team as well as the wider finance department. It is also to engage with and support the development of processes and procedures as we enable that growth.

This would suit someone with a positive attitude and a can-do approach who is willing to learn and looking to develop themselves as well as someone who has already started that journey, full training will be provided.

Location:

The Original Cottage Company, Bank House, Market Place Reepham. Occasional travel to other parts of the UK including the brands within the group and other destinations may be required.

Responsibilities & Tasks

- Matching, checking, coding and processing invoices
- Calculating VAT on Invoices and receipts
- Making payments via BACS and cheques
- Processing staff expenses
- Setting up of new supplier accounts and maintaining existing account details
- Reconciliation of supplier statements
- Maintaining accurate records and files, both in hard copy and electronically
- Managing Petty Cash and Credit Cards
- Data entry
- Data analysis as and when required
- Compiling accurate and timely monthly management accounts information.
- Being first point of contact for all relevant enquiries
- Maintaining strong relationships with customers and suppliers both internally and Externally
- Reviewing systems and processes and making improvements where necessary
- Working with customers and suppliers both internally and externally to embed new processes or procedures.
- Contributing to the development and implementation of technological solutions to improve efficiency and/or capacity.
- Contribute to team effort by accomplishing related results as needed.

- Any reasonable duties that the company may require from time to time.



Person Specification - Our perfect candidate...

Our perfect candidate has a positive, can-do, energetic, passionate approach to achieving results. Is a self-starter with a strong teamwork ethic and collaborative working style that will build relationships among colleagues and others. A liking for team-working – the spirit of joint endeavour with a demonstratable commitment to your personal and role development.

Essential Skills

Skills/Qualifications

- Excellent communication skills, both written and oral
- Good administration skills with great attention to detail
- Ability to work under pressure to meet tight deadlines
- Reliability, honesty and above all discretion and confidentiality
- Sound judgement and decision-making abilities
- Flexible and responsive with the ability to prioritise and manage time well.
- A good general standard of education, including GCSE (or equivalent) in English and Mathematics.

Experience

- Confident in using Microsoft Office applications including Outlook, Word and Excel as well as Google and other software.
- Demonstrable experience of bookkeeping

Desirable Skills

Skills/Qualifications

- Organised and methodical with ability to multi-task across several projects
- The ability to interpret data and draw the correct inferences from it
- ability to handle difficulties with patience and good sense
- Formal accounts training
- Full driving licence

Experience

- Previous Accounts experience
- Experience of using Sage 200
- Working knowledge of UK VAT.

The Nitty Gritty

We offer attractive working conditions and a very strong team working ethos in which people are encouraged to feel part of “the family”.

- The hours of work will be 37.5 hours a week Monday to Friday.
 - The role is a 9 month contract as maternity cover for an existing member of the team.
 - A competitive rate of pay is offered, depending on experience.
 - 22 days holiday a year (plus bank holidays) and nobody works on their birthday! The longer you work with us then the better holiday and conditions you receive – we value longevity and loyalty.
 - We operate a company contributory pension scheme.
 - In a steadily growing company such as this, the career opportunities are there for further advancement into any part of the business – promoting from within being a major part of our business philosophy and values.
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Interested? This is how to apply...

Please send a CV and covering letter (this is important to us) with a little bit about you and why the job appeals to you. This should be addressed to Katrina Johnson and sent to us using the contact details below. The closing date is 21st May 2021 but don't delay as we encourage early applications. We look forward to hearing from you soon.

Email Address

k.johnson@originalcottages.co.uk

Telephone Number

0333 2020 899

Office Address

Bank House, Market Place, Reepham, Norfolk, NR10 4JJ.

Website

originalcottages.co.uk/working-with-us