



Purchase Ledger Team Leader

Finance Dept. / 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 brands 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, staff and brands 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
- Reliable
- Innovative
- Fun
- Local
- Honest
- Flexible
- Friendly
- Customer focused
- Progressive

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

Overview

This is an exciting opportunity to join our rapidly growing business. This role is to oversee the purchase ledger team as well as to provide support to the wider finance department. A key element of this role is to identify and drive improvements of processes, procedures and systems as we enable that growth.

This would suit someone with strong organisational skills, a positive attitude and a can-do approach. Someone who is willing to learn and looking to develop themselves or who has already started that journey.

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

- Leading the purchase ledger team and managing the day to day work flow of an experienced team of purchase ledger clerks, within a high-volume purchase ledger environment.
 - Ensuring that staff expenses, supplier invoices and credit cards are processed in accordance with company procedure.
 - That payments are made when due, supplier statements are reconciled and that we maintain a positive and productive relationship with our suppliers and customers.
- Ensuring that all deadlines and SLAs are adhered to.
- Supporting the preparation and completion of Monthly Management Accounts and expand the PL team's ability and capacity to support this key activity.
- Analysis of aspects of the business as and when required.
- Production of reports for external publication Inc. government statistics.



"It is refreshing and rewarding to be employed by a business which encourages the importance and value of 'local', bringing great support to local businesses and the community."

Sue Lee

Person Specification - Our perfect candidate...

- we are seeking an energetic & focussed purchase ledger team leader with commitment to the role, someone that has a positive, can-do, energetic, approach to achieving results.
- Is a self-starter with a strong teamwork ethic and collaborative working style that will build relationships among colleagues and be able to lead and motivate an experienced team.
- Be enthusiastic and focused on a career in finance with a demonstrable eye for detail.

Essential Skills

- We like to think of ourselves as forward thinking and we all enjoy a challenge – and we are looking for someone who will fit into this way of working... A 'can do' attitude is a must!
- You would be working within an account's office of fifteen people, a high level of Excel skills are required along with a learning and progressive attitude.

Skills/Qualifications

- Excellent communicator with strong customer service ethos and skills that enjoys supporting, helping and working with other people.
- Good administrative and organisational skills with great attention to detail.
- 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. Ability to work well under pressure to meet tight deadlines.
- a challenging and progressive attitude that doesn't accept the status quo.
- Strong Excel skills.

Experience

- Previous experience in a purchase ledger leader role is essential.
- Confident in using Microsoft Office applications including Outlook, Word as well as Google and other software.
- Working knowledge of a current ERP as well as automated expense or invoice systems.
- Good knowledge of VAT to ensure we are recording the correct information with regards to preparing our VAT returns for submission to HMRC.

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
- Full driving licence
- Excellent Excel Skills.
- Formal accounts training or Qualifications, AAT or part qualified with a desire to continue your studies.

Experience

- Previous experience of scoping, deploying and/or testing of accounting systems
- Previous technical accounting experience
- Experience of using Sage 200

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.
- 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.

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 John Hall and sent to us using the contact details below. The closing date is 2nd October 2019 but don't delay as we encourage early applications. We look forward to hearing from you soon.

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