

Purchase Ledger Clerk – Cowie

Hours: Monday to Friday 8.30am to 5.00pm

Salary: £20,000 - £22,000 dependant on experience

Location: Cowie (Initially home based)

We are looking for an experienced purchase ledger clerk to join our small but busy finance department, who will be based in our Cowie office when restrictions are lifted, and it is safe to do so.

For the immediate future, the successful candidate would be working remotely, with weekly visits to the office to collect invoices for processing and return. While the role is based at the Cowie site, you will be supporting our three UK offices so the ability to build relationships remotely will be important.

It would be advantageous if you have used Microsoft Teams or similar software, but as long as you are comfortable with new technology.

Previous experience in a similar role, creating vendors, managing a high volume of invoices and completing payment runs.

For the successful candidate, the induction will all be managed remotely through these tools as well as the interview process.

As with any accounts team, you will be working to time specific deadlines and targets for month, quarter and year end.

While we operate Microsoft AX, our team are very proficient and confident using Microsoft. With a large organisation, we have an excellent benefits package that includes pension, training and development, professional support.

To find out more about the role or for more details, please contact Simon Mclvor on 07584 580 801 or email simon.mclvor@norbord.net.

Benefits:

- Bike to work scheme
- Childcare
- Company events
- Company pension
- Employee discount
- On-site parking
- Profit sharing
- Sick pay
- Wellness programmes

OUR VALUES

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Norbord Europe Ltd.

Station Road, Cowie
Stirlingshire FK7 7BQ

Telephone

+44 (0)1786 812 921

Fax

+44 (0)1786 817 143