
Job Description – Purchase Ledger Administrator

NI Trucks Limited is the Iveco Commercial Vehicle Dealership for Northern Ireland. We specialise in New & Used Truck Sales, along with their servicing and parts. Our aftersales also covers all makes of commercial vehicles.

Reporting to the Company Accountant, the purpose of the role is to assist with the management of the purchase ledger process and support the daily accounts office operations.

Based in a busy accounts department you will be responsible for:

1. Processing 500+ supplier invoices per month accurately and efficiently, incorporating invoice review and ensuring correct coding.
2. Maintaining records for 100+ suppliers, including reconciling key supplier's statements and resolving discrepancies.
3. Undertaking intercompany reconciliations and recharging costs as appropriate.
4. Preparing and managing the monthly payment run, ensuring payments are up to date and made on a timely basis.
5. Analysing departmental expenses and assisting in the preparation of Government Returns and Surveys.
6. Journal entries.
7. Managing stationery supplies and other ad-hoc administrative duties.

Candidates must have the following attributes:

- At least 2 years' experience in a similar role.
- Excellent communication and interpersonal skills.
- Strong numeracy skills and a good attention to detail.
- Strong IT skills, particularly in excel.
- Ability to work in a busy environment and use your own initiative.
- Full, valid driving licence.

Desirable criteria:

- Experience of using 'Kerridge'.
- Previous experience working for a commercial vehicle dealership.

Please note

1. The above list is not exhaustive and subject to change.
2. NI Trucks reserve the right to review the experience and qualifications required depending on the volume of applicants.
3. If you feel up to the challenge and have the relevant experience and ability we need please email your CV and covering letter to jobs@ni-trucks.co.uk. You must outline on your CV and covering letter how your experience meets the needs outlined above.
4. Closing date Friday 2 May 2025.