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Komcept Solutions Ltd

The Company

Komcept Solutions innovate to secure you today and protect your tomorrow.

Vision and Strategy

To provide for the wide range of security needs of organisations.

We constantly innovate and evolve our own products with a rapid development strategy including continual research and product improvement. We develop strategic relationships with key partners and continue to learn from and adapt to their operational requirements.

Company Culture

Our success is built upon the efforts of our employees. We value our employee family who help build our innovative, market-leading products and services, and deliver robust, personal support to our clients. They do this through collaboration with one-another and with our customers, in an open and friendly workplace. We appreciate initiative and autonomy whilst encouraging staff to work together in order to support each other. We have a fail-fast approach to realise any show-stopping tasks early, and learn from this to improve and evolve development cycles.

The Opportunity

We are seeking a part-time Purchase Ledger Clerk / Administrative Assistant to bring additional capacity to our Finance & Admin departments, which are crucial to the efficiency of our day-to-day running. As a valued member of staff, you will receive a competitive salary with great working conditions amongst a friendly team. You will have regular personal development interaction with your manager and be encouraged to increase and improve your range of skills through mentoring and external sources of knowledge. Exceptional input and actions are recognised and rewarded in this company.

Benefits

We offer 25 days' annual leave per year (pro rata) plus Bank Holidays; flexible working; travel insurance to cover leisure trips for you and your partner & children; a 4% employer contribution to your pension when you deposit an equal amount; and a share scheme that allows us to recognise employees with a good attitude that put in extra effort.

COLLABORATIVE

SUPPORTIVE

INNOVATIVE

Job Description – Purchase Ledger Clerk / Administrative Assistant

This is a permanent, part-time role, based in our offices in the UK, near Northampton. Due to location would be preferable for the candidate to hold a full driving license.

The nature of the part-time hours can be negotiated, but the ideal candidate will be able to work Monday-Friday.

Komcept has enjoyed a period of rapid growth over the last few years, which has led to this requirement. We anticipate further growth in the coming years, and this would likely result in more hours of work being required after 12-24 months. Candidates should bear this in mind, as should the role need to be altered to full-time, they will be offered first refusal in this case.

The role would be in support of a small team of office staff, consisting of a Finance Manager who would function as the Line Manager for this role, and a Front-of-House role who also covers most of our administrative requirements.

There is ample opportunity to grow and progress through the business, learning new skills and diversifying in role.

Salary range £21-23k full time equivalent, dependant on experience.

Duties to include:

- Checking supplier invoices against purchase orders and resolving discrepancies efficiently to meet payment due dates.
- Enter Supplier Invoices onto SAGE ensuring -details are correct including nominal codes, department codes and projects.
- Reconcile supplier statements.
- BACS Payments done in a timely manner.
- Raising Sales Invoices, credit card payment invoices and recording customer payments.
- Sending customer statements and chasing outstanding invoices.
- Assisting the Finance Manager with monthly management reporting.
- General administrative duties.

Required Skills / Experience

- Familiarity with Sage Accounts software, in particular inputting of invoices for purchase orders.
- Excellent knowledge of Microsoft applications, Word, Excel, Outlook.
- Attention to detail.
- Ability to prioritize workloads.
- Organisational skills.

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- At least 2 years' experience in a similar role.
- Experience in automated BACS procedures.
- Numeracy and Accuracy skills with an ability to work under time pressure.
- Basic knowledge of VAT rates for goods and services.

Desirable experience

- Experience in automated BACS procedures including online banking and automated payments.
- Knowledge of nominal ledger, trial balance and balance sheet.
- Knowledge of working with international currency and international payments.