



<b>Division:</b> Biosil/Nagor	<b>Location:</b> Cumbernauld
<b>Job Title:</b> Accounts Assistant – Purchase Ledger	<b>Department:</b> Finance
<b>Working Hours:</b> Monday to Friday: 9:00am – 5:00pm	<b>Contract:</b> Permanent

**Responsible to: Financial Controller**

**Purpose of Job (Summary):** Register and log all incoming invoices (including those received electronically) on AX Dynamics Purchase ledger. Arrange travel for visitors as requested

**Key Responsibilities**

**1. Accounts Payable -**

- a) Register all incoming invoices onto AX Accounts payable
- b) Deal with supplier queries
- c) Prepare payment lists for submission for HO approval
- d) Reconcile supplier statements as required
- e) Monthly reconciliation AX Accounts payable balance to AX general ledger

**2. Administration –**

- a) Assist with site visits – order in lunches, arrange beverages
- b) Telephony – answer incoming calls and redirect to relevant department (e.g. Customer Service)
- c) Post in and out

**Qualifications/Experience**

- 1. Experienced in Accounts payable processing
- 2. Computer literate (Word, Outlook, Excel)
- 3. ERP system experience – AX Dynamics /Navision desirable
- 4. Ability to work in a team
- 5. Ability to work on own initiative

**Application Information**

Please send your CV or internal application to [HR@gcaesthetics.com](mailto:HR@gcaesthetics.com) if this position is of interest to you. All applications must be submitted before 12pm on Friday, 14<sup>th</sup> December 2018.