

Job Title:	Invoice Administrator
Department/Group:	Invoicing Team – Finance
Location:	Bristol
Position Type:	Full Time
RMD:	Invoicing Team Manager / Financial Controller

Job Description

Overview

Taylor Maxwell is a supplier of building materials to the construction industry. Due to an increase in trade we are looking for a new member of our invoice administration team based in our office at Bristol BS8. The role is that of Invoice Administrator and will include the processing and reconciliation of trade and non-trade invoices. The team operates in a vibrant and busy working office environment and adhere to several deadlines every month.

Job Detail

Role and Responsibilities

To process promptly and accurately all trade sales and purchase invoices in order to achieve the Group's financial objectives, in accordance with the Company's Procedures, Culture and System.

- Generate sales invoices on a daily basis.
- Process purchase invoices in order to prepare suppliers' payments on due dates.
- Resolve promptly all outstanding queries on suppliers' statements.
- Provide information as requested by the Invoicing Team Manager.
- Liaise with the regional offices to resolve any issues with invoicing from orders.
- General office administration including filing and lunchtime reception rota cover.
- Entering and preparing payment runs for non-trade invoices including staff expenses.
- The role will develop to include cash collection, contacting customers to ensure prompt payment.
- Any other duty deemed by the Directors to be in the interest of the company.

Personal Description

- Good team-player
- Excellent communications, computing and numeracy skills
- GCSE (or equivalent) Grade C or above in English and Maths is essential
- Effective telephone communication with staff across the business, its customers and suppliers.

A competitive salary and AAT training will be available to the successful candidate.

All employees have a duty not to discriminate against each other, customers or suppliers and not to help anyone else do so.

Please email hr@taylor.maxwell.co.uk phone 0117 973 7888 for an application form.