



**JOB TITLE:** Purchase Ledger Clerk

**LOCATION:** Dungannon, Co. Tyrone

**About Kiverco:**

At Kiverco we believe in a World where Recycling Plant recovers much more, much more accurately and for much longer. Kiverco is a premium brand business with an international reputation for making the World's Toughest Recycling Plant. We have been focused on making the World more sustainable for thirty years.

You will be joining the Company at an interesting time, as Kiverco has just secured some of our most exciting projects to date and we are in the process of launching a new line of revolutionary machinery.

Our Company has evolved over the years and its growth is a direct result of the hunger for creating new distinctive, bespoke, innovative products to help transform the World's waste. Our obsessive behaviour to constantly evolve our offering has meant that we have also become industry-leading experts in the field of waste processing machinery.

Kiverco delivers high quality solutions with excellent customer service globally.

**The person:**

You will have integrity and a fun, can-do attitude which will allow you to fit in with our well-established team. You will enjoy working in a fast-paced environment with strong planning and organisational

skills with the ability to prioritise your own workload. We are looking for an experienced Purchase Ledger Clerk who will be responsible for the following duties.

**Key activities:**

- Purchase Ledger Responsibilities including:
  - Maintaining the purchase ledger
  - Purchase invoice processing including matching invoices with purchase orders and goods received notes
  - Liaising with suppliers and resolving queries
  - Ensure procedures are adhered to by suppliers and internal departments
  - Reconciling supplier statements for Monthly accounting deadlines
  - Preparing payment schedules of supplier payments at the month end
- Operating software packages to record and retrieve information, particularly spreadsheets
- Updating and maintaining the software package when required
- To perform the job in accordance with the Company's policies and procedures, especially the Equal Opportunities and Harassment Policy
- To perform any other duties as may be reasonably required from time to time in accordance with the assigned role.
- Receptionist duties and responsibilities.

**Criteria required:**

- Demonstrable experience of Microsoft Word Packages including Word & Excel, Sage 200 / Sage Financial Controller
- Educated to GCSE Standard or Equivalent in English and Maths
- Excellent problem-solving skills – demonstrable ability to diagnose and resolve issues
- Ability to work on own initiative – demonstrable ability to work on their own or as part of their team
- Communication – demonstrable ability to communicate problems/issues to all team members
- Demonstrable ability to manage priorities
- Excellent time management skills

**Rewards & benefits**

- Highly competitive salary in line with experience/capability
- Company pension

- Generous Company healthcare provision
- Refer a Friend scheme
- Long Service Awards
- Extra holiday for your birthday
- Other employee benefits

To apply for this position please send your CV with a cover letter to [careers@kiverco.com](mailto:careers@kiverco.com)