



Job Opportunity

Expense Purchase Ledger Manager

TBL17- 05

TBL International – bringing people and experiences together. The origins of the umbrella organisation TBL International are very much based in culture and heritage, having become the very successful commercial operators of Titanic Belfast, the city's £96 million tourism investment project which celebrates the feat of marine engineering that was the building of the RMS Titanic, whilst commemorating the tragedy that befell its sinking.

Opening in April 2012 it has welcomed over three million visitors through its doors in that period with the vast majority coming from outside N. Ireland. However, the company now operates four attractions in total, three in Belfast, Titanic Belfast being the signature operation, with the addition of SS Nomadic, the last White Star Line vessel in existence, the Titanic Exhibition Centre, a 6000 sq metres exhibition space for trade fairs, public exhibitions and sports events and lastly, the British Music Experience in Liverpool, the national museum of popular music opening in March 2017 in the old Cunard headquarters building in the city.

Contract: Permanent Fulltime

Hours: 40 per working week (Mon – Fri 9.00am – 5.30pm)

LOCATION: Titanic Belfast

Reporting to: Financial Controller

Employer: TBL International Limited

General Purpose

The Expense purchase ledger Manager will be responsible for all non-stock purchase costs and ensure that all costs are accounted for in line with accounting principles



Main Job Tasks and Responsibilities

- Posting of Expense Supplier invoices daily on receipt
- Marrying up of non- stock Purchase invoices to P/O's Contracts internal paperwork etc
- Communicating queries directly with the suppliers both verbally and written
- Ensuring that invoices are approved in accordance with company guidelines
- Preparing suggested expense payment schedule monthly
- Prepare Monthly payments for suppliers and ensure that payments are correctly allocated, to the appropriate account and against the appropriate invoice(s)
- Undertake supplier account reconciliations monthly
- Add new suppliers and expense codes when required
- Manage staff expenses in accordance with company policy
- Preparing monthly accrual in relation to presented invoices
- Prepare monthly expense payment schedule
- Ensure that all invoices are filed accordingly and are accessible at all times
- Provide cover for other accounting functions as requested
- Other duties as delegated from time to time by the Financial Controller or any other person designated in their absence

The above reflects the main elements associated with this position. It is not intended to be exclusive or exhaustive.

Essential Criteria

- At least 2 years management of financial subordinates
- Ability to demonstrate previous financial experience within a business environment in the position of purchase administration or stock control
- A minimum of 5 GCSE's or equivalent (Grades A-C including Maths & English)
- Knowledge of purchase principles
- Working knowledge of Sage financial accounts package
- Demonstrate competence in the use of computer based financial management systems
- Demonstrate competence in the design and use of spread sheets
- Advanced Microsoft Office skills
- A high level of interpersonal and negotiating skills with the ability to communicate effectively

Other Skills/Abilities

Ability to work on your own initiative and /or as part of a team



Key Competencies

- Commercial awareness
- Planning & delivery skills
- Excellent communication skills
- Time management & organisational skills
- Highly developed customer services skills
- Patience & adaptability
- Persuasiveness skills
- Ability to work effectively in a fast-paced environment

Closing date for receipt of applications is **9am on Monday 23rd October 2017**. Applications will only be accepted via company application forms. Applications received after the closing date and time will not be considered. If you wish to apply for the position, please contact us via **careers@tblinternational.com** and we will send an application pack out to you, the last date for requesting application packs is 3pm on Friday 20th October 2017.

Please note for applicants successful at the shortlisting stage the following date will apply:

- **Individual Interview and Assessment – Thursday 26th October 2017**

TBL International Limited is an Equal Opportunities Employer