



# Job Opportunity

## Purchase Ledger Assistant

TBL17- 06

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 unfolded 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.

<b>Contract:</b>	Permanent Fulltime
<b>Hours:</b>	40 per working week (Mon – Fri 9.00am – 5.30pm)
<b>LOCATION:</b>	Titanic Belfast
<b>Reporting to:</b>	Stock Purchase Ledger Manager
<b>Employer:</b>	TBL International Limited

### General Purpose

The Purchase Ledger assistant will be responsible for performing a variety of clerical accounting functions, mainly in relation to the accounts payable ledger within the finance department.



## **Main Job Tasks and Responsibilities**

- Posting of Supplier stock invoices daily on receipt
- Marrying up of stock Purchase invoices to stock Purchase orders and GRN's
- Advising of delivery and pricing discrepancies to supplier
- Communicating queries directly with the suppliers both verbally and written
- Ensuring that invoices are approved in accordance with company guidelines
- Undertake supplier account reconciliations monthly
- Assist in the monthly stock take
- Add new suppliers and stock codes when required
- 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 Stock Purchase Ledger Manager 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**

- 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
- 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**

- Planning & delivery skills
- Excellent communication skills
- Time management & organisational 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 20<sup>th</sup> October 2017.

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

- **Individual Interview and Assessment – Thursday 26<sup>th</sup> October 2017**

***TBL International Limited is an Equal Opportunities Employer***