



Cockwells Modern & Classic Boatbuilding Ltd are currently recruiting for an experienced **Accounts Payable Supervisor** on a permanent basis to join our small and friendly finance team in our offices at Mylor Bridge. We are a well established business and, due to continued growth, we require someone who can think ahead and is happy to work in a fast paced, varied role. Hours of work are 40 hours per week, Monday to Friday and can be flexible to suit the successful candidate.

The role would suit someone part qualified although candidates who are qualified by their demonstrable experience will be given equal consideration.

The **Accounts Payable Supervisor** will be responsible for:

- All Purchase Ledger processes
- Inputting and coding of invoices
- 3 way matching to Purchase Orders and Inventory Receipts
- Preparing weekly proposed payments runs
- Reconciling Supplier Statements

Essential Skills

- Primary point of contact to all suppliers and sub-contractors so excellent communication and problem-solving skills will be required
- Strong IT skills and ability to pick up new systems with ease
 - Intermediate MS Office skills
 - MRP knowledge useful (M1 ideal)
- Able to work under pressure, multi-task and prioritise workload
- High attention to detail
- Self-motivated and works effectively with minimal supervision

Desirable Skills

- Good exposure in all aspects of accounting for an SME business
- Knowledge of Sage Payroll and Quickbooks
- Exposure to stock control systems
- All applicants will need to send in a full CV and covering letter (to include current salary / hourly rate / availability / notice period / home Address / reason for leaving last role)

Salary

£10.50-£12.50 per hour depending on experience

Application deadline: Friday 29 April 2022

For further details and to apply, please contact James Baxter via info@cockwells.co.uk quoting Accounts Payable Supervisor.