



Job description

Accounts Payable Controller

Would you like to work for an award-winning boatbuilding company based in waterside offices near Falmouth, Cornwall - the perfect destination for sailors, surfers and beach lovers? Cockwells is globally respected in the marine industry and at the forefront of designing and building luxury motor launches and Superyacht tenders. The Company cleverly integrates traditional boatbuilding skills with innovative engineering and modern techniques to build vessels of the highest quality.

We're looking for an experienced Part-Time Accounts Payable Controller **to start as soon as possible** to join our 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 at a fast paced, varied role.

We are looking for someone to work in the region of 20-25 hours per week. We can be flexible on the exact amount of hours and work pattern for the right candidate, and may be able to offer some hybrid working once established in the role.

Main Duties & Responsibilities

- 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
- Primary point of contact to all suppliers and sub-contractors so excellent communication and problem-solving skills will be required

Essential skills/ experience

- 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

COCKWELLS MODERN & CLASSIC BOATBUILDING LTD

MYLOR CREEK BOATYARD MYLOR BRIDGE CORNWALL TR11 5NS
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VAT NUMBER: 791 0536 28 COMPANY REGISTERED IN ENGLAND AND WALES NUMBER: 5674848



Location

At our main offices at Mylor Creek Boatyard, Mylor Bridge near Falmouth. You may also be required to work at our site in Ponsharden, Falmouth in the future so must be flexible to work at either site.

Salary

Salary is negotiable depending on experience and is based on a Full-Time Equivalent of £24,000-£26,000 per annum (pro-rata salary to be calculated based on exact part-time hours to be worked).

Interviews

Interviews will take place as and when suitable applications are received.

How to apply

Please send your CV together with a covering letter outlining your suitability for the role, salary expectation and current notice period to recruitment@cockwells.co.uk

We look forward to hearing from you.

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