

Job Title:	Finance Assistant – Purchase Ledger		
Department/ Group:	OMEX Agriculture Ltd.		
Location:	Bardney, Lincoln		
Level/ Salary Range:	Enquire within	Position Type:	Temp contract to finish July 2022
HR Contact:	Ally Edwards	Date posted:	13 th January 2022
Applications Accepted By:			
E-mail: careers@omex.com For the attention of: Ally Edwards		Closing date: 31 st January 2022 Interviews scheduled : ASAP	
Job Profile			
<p><u>The Company</u></p> <p>OMEX is the market leader in liquid fertilisers in the UK who manufacture and export a unique range of plant nutrients and crop health promoters, nationally & internationally.</p> <p><u>Role and Responsibilities</u></p> <ul style="list-style-type: none"> • Collation of information relating to goods received • Processing of supplier invoices • Setting up new suppliers on MS Dynamics Navision • Reconciling supplier statements • Manage the distribution of supplier invoices for approval • Producing weekly and end of month payment reports • Work closely with suppliers • Maintain account procedures across all UK sites, including scanning & emailing relevant information • Produce schedules for contractor hauliers on self-billing system • Update and maintain the purchase ledger <p><u>Key attributes:</u></p> <ul style="list-style-type: none"> • Meticulous attention to detail • Conversant with Microsoft IT package; including Excel, Word & Outlook • Knowledge of Microsoft Dynamics Navision is desirable, full training will be given • Excellent organisation and communication skills • A professional telephone manner • Highly self-motivated and enthusiastic, with an ability to work flexibly and prioritise workload • Ability to work under pressure during busy seasonal work periods • Able to work within a team environment and work on own initiative & to provide cover when necessary 			

Hours of work: 8am to 4pm, Monday to Friday – 37.5 hours per week. Some weekend and work may be required during our busy periods. Clean driving licence as there may be intersite travel.

Benefits:

Competitive remuneration package, Contributory Pension Scheme, Lunch provision scheme whilst working at OME X UK sites