



Join our team

FINANCE SUPPORT ADMINISTRATOR.

Monday - Friday (9am - 5pm)

Q Catering has been proudly serving the catering trade within Kent, Surrey, and East Sussex from our base in Kent since 2003. As an independence foodservice wholesale, we have built a reputation as a trusted and reliable partner for our customers located in Kent and the South East region. As the representative of our company, it is essential to possess excellent customer service skills and be able to effectively communicate with customers.

Principle purpose of position:

Assist the Purchase Ledger and Sales Ledger team with administrative tasks.

Purchase Ledger Responsibilities: Responsible for matching supplier invoices against GRN's (Goods Receipt Notes), identifying discrepancies and taking the necessary action to resolve. Processing in an efficient manner to keep on top of the workload so that invoices are paid when due.

Protecting the Company by ensuring that we only pay for goods received at the price agreed, and for services received are duly authorised.

Purchase Ledger - Key responsibilities and accountabilities:

- Process invoices against GRN documentation and ensuring quantities and pricing match.
- Quantity discrepancies investigated, liaise with goods in department to ensure resolved.
- Pricing discrepancies investigated, liaise with buying and marketing department to ensure resolved.
- Dealing with queries from suppliers in a professional manner.
- Supplier administration and reconciliations
- Preparing supplier reconciliations on monthly basis referring to outstanding invoices/GRN's and other timing differences.
- Investigating differences and liaising with suppliers to reconcile.

Sales Ledger Responsibilities: Responsible for reconciling daily cash banking, processing credits and ensuring notes regarding invoices are completed daily.

Sales Ledger- Key responsibilities and accountabilities:

- Drivers Manifest, review to ensure the driver's cash collection process is correctly followed and reporting of incorrect following of procedures.
- Daily cash sheets correctly. Counting cash per driver and reconciling back to daily cash sheets, ensuring cheques are correctly completed and cash checked for counterfeits.
- Reconciling the total cash collected and ensuring the cash and cheques are banked for collection in accordance with the cash collectors' guidelines.
- Processing Credits - Processing credits ensuring the correct stock is used and liaising with telesales to ensure items are keyed out for delivery the next day, if required.
- Pricing for credits checked prior to posting.
- Completing the processing of credits including all paperwork printing.
- Card Payments - Processing customer card payments.
- Scanning invoices daily - Daily scanning of invoices onto Merlin and ensuring all documents are accounted for.
- Maintain other duties accurately and efficiently.
- Ensuring telephone calls are answered promptly and handled in an efficient and professional manner with reference to internal processes and procedures.
- Filing of documents.

Skills profile required:

Professional Appearance | Good verbal and written communication | literate and numerate | Trustworthy | Team worker

To apply, please email your CV
to our Credit Control Manager | Ruth.Ashcroft@qcatering.co.uk

