



HENRY BROTHERS

Company: Henry Brothers Ltd

Job Title: Accounts Administrator

Responsible to: Financial Controller

Responsibilities:

- Management of purchase and subcontractor ledgers within a busy accounts office environment, to include:
 - Processing supplier invoices
 - Processing and posting subcontractor applications
 - Verifying new subcontractors with HMRC
 - Working with the relevant commercial teams to ensure subcontractor accounts are managed efficiently and paid on a timely basis
- Demonstrate and ability to identify and resolve any potential issues as they arise
- Provide clear and timely information to internal and external contacts
- Clearly demonstrate good organisational and time management skills, including the ability to work to tight deadlines
- Ensure all statement reconciliations are completed on a monthly basis
- Ensure all Company accounting procedures are followed
- Assisting the Finance Director and Financial Controller with daily functions
- Carry out any additional duties or tasks as directed that are commensurate with the role and position

Skills and Personal Attributes:

- Must have strong work ethic
- Strong organisational and time management skills
- Excellent communication and interpersonal abilities
- IT literacy (Microsoft Office)
- Attention to detail and accuracy in all tasks
- Ability to prioritise and manage multiple responsibilities
- Adaptability and resilience under pressure
- Commitment to confidentiality and discretion when handling sensitive information
- Professionalism and commitment to company values

Our Values:

Our core values are what support the vision, shape the culture and reflect on the overall company values. They are the essence of the company's identity which communicate what is important and help to contribute to the overall success of the organisation.

- **Integrity** - Demonstrating strong ethical standards with openness, honesty and respect
- **Considerate and Dependability** – Our communities, clients, supply chain reliably know what they can expect from us
- **Premium Quality** - Striving to deliver the finest solution in a safe working environment
- **Agile and Innovation** – Being proactive, flexible and working collaboratively to achieve the best possible outcomes
- **Sustainable** – Conducting our business responsibly whilst making a positive impact to the environment and within our communities

What you will receive from Henry Brothers Ltd:

- An opportunity to work for a prestigious family run company that has a reputation for high standards of service
- A competitive rate of pay
- A chance to work in a great team
- Full and continuous training
- Long Service Recognition
- Early finish Friday
- Core Working Hours
- Private Healthcare Cover