

# JOB VACANCY: ACCOUNTS OFFICE MANAGER

We have an exciting job opportunity for an Accounts Office Manager to join our Finance Department based at our Head Office in Liverpool. The role will be to supervise the Accounts team that provides a centralised mechanism for the processing of supplier payments for the S. Norton Group whether that be metal, repairs and maintenance, or other services rendered. It is therefore a key requirement that the post holder ensures the team performs efficiently, effectively and can measure their team's performance. The post holder will need to be experienced in handling a wide range of administrative duties, support related tasks and able to work independently with little or no supervision.

**LOCATION:** Liverpool

**WORKING HOURS:** 37.5 hours per week, 09:00 - 17:00 Monday to Friday

**CONTRACT TYPE:** Permanent

## KEY RESPONSIBILITIES:

- Ensuring the accounts team is properly resourced, ensuring the day-to-day processing of supplier invoices from receipt, through to input, purchase order matching, and finally payment.
- Being the point of contact for administrative enquiries and to delegating tasks as required.
- Controlling the timely issuing of sales invoices, credits and reconciling of statements against vendor accounts.
- Maintaining a systematic filing system for client database, business partner and any evidence based documentation.
- Motivating team members and monitor their performance; identifying training needs and provide coaching.
- Producing statistical and/or written reports for key management, utilising all available media and company software.
- Developing and implementing office policies/ procedures whilst adhering to the Employee Manual.
- Building relationships with internal/ external clients and customers; being courteous to all stakeholders and service users and responding promptly to enquiries.

## KEY COMPETENCIES

- Good problem-solving skills and attention to detail.
- Sound ability to multitask and prioritise workloads and maintain an organised office environment.
- Strong written and verbal communication skills to effectively interact with employees, customers, suppliers and any other stakeholders.
- Can effectively manage time and deadlines to ensure smooth office operations.

## ESSENTIAL SKILLS:

- Educated to GCSE A level or equivalent with good literacy and excellent numeracy.
- GCSE grade A to C in Maths and English.
- Proven track record of working in a comparable role; which must have involved working in an office environment.
- Excellent IT skills with the ability to use a range of packages applicable to the role.
- The ability to deliver verbal, analytical and written reports to senior managers.

- A self-motivated professional with a can-do attitude.
- A good understanding of employee and customer relations; including knowledge of data protection.
- A commitment to upskill as required to meet the changing needs of the business.
- Full, clean driving license.

#### DESIRABLE SKILLS:

- Experience of Project Management.
- Accredited training in mediation and dispute resolution.
- Proven experience of collecting and analysing data.
- Experience of working in the metal recycling industry or similar.
- First Aid Qualification.

#### APPLICATIONS:

Please either complete an [application form](#) or email your CV and covering letter to: [recruitment@s-norton.com](mailto:recruitment@s-norton.com)

Alternatively, please post your covering letter and CV to:  
HR Department, S. Norton, Bankfield House, Regent Road, Liverpool L20 8RQ

POSTED: NOVEMBER 2024.

NO AGENCIES PLEASE.