

**Flint Hire & Supply Ltd**  
**Part-time Purchase Ledger & Payroll Assistant**  
**6 month fixed-term contract**  
**Standard Provisional Job Description**

**Reporting Relationships**

Directly Responsible to: Finance Director Ben Lyle. Ultimately Responsible to: Alasdair Flint, Managing Director.

**Overall Purpose**

To support the Finance Director in routine purchase ledger operations and to take charge of the company's payroll system.

**Key Duties**

- Deal with routine telephone and email enquiries from suppliers
- Pay suppliers by cheque and BACS
- Update purchase ledger on company's Exchequer computer system
- Co-ordinate with purchasing department and Finance Director regarding urgent payments
- Co-ordinate with Admin Assistant regarding purchase invoices and credit notes
- Process timesheets from hourly paid staff on Mondays
- Process salaried staff salaries monthly

**Other Duties**

- To attend monthly staff meetings
- To inform management of any health & safety problems
- To act in the best interests of the company at all times

**Location & Hours**

The position will be based at the company's office at Delta House in Borough High Street although some attendance will be required at the main warehouse in Walworth in south-east London. Candidates should note that it is planned to vacate the Delta House office during 2012. Hours of work will be Monday to Friday 9.00am to 1.00pm but there maybe some flexibility in this working pattern if required.

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**Salary, Term of Contract & Benefits**

An hourly pay rate of £9.00 to £9.50 is offered, depending on experience. The position is offered on a 6 month fixed-term basis. The company will pay two weeks holiday either taken during the contract or paid additionally at the end of it. The company has a Stakeholders Pension Scheme.

**Trial Period**

The Purchase Ledger & Payroll Assistant will serve a three month trial period. During the trial period no notice need be served by either side.

**Person Specification**

The Purchase Ledger & Payroll Assistant will be diligent, methodical and reliable. They will have a good telephone manner. They will be able to communicate effectively with suppliers and other members of staff. They will be able to work under pressure and to tight deadlines. They will be numerate and computer literate. They will be able to work as part of a small dedicated team. The ideal candidate will have experience in the Iris Exchequer and/or Sage Payroll computer systems.

**Company Profile**

Established in 1981 to provide the theatre industry with a single source for specialist theatre hardware and paints, Flints cater for Stage Managers, Production Managers, Workshop Managers, Scenic Artists, Engineers, Carpenters, Painters and Propmakers.

Flints are the major supplier of theatrical goods in the UK. Our buying power allows us to pass on excellent value to our customers and our unrivalled experience ensures that the products we stock are perfectly suited to the industry. In recent years we have expanded our client base to include shop display, museums, the film, television and marine industries. In 2009 Flints achieved ISO9001 registration reinforcing our commitment to quality and to a process of continual improvement in our business practices.

26/1/12