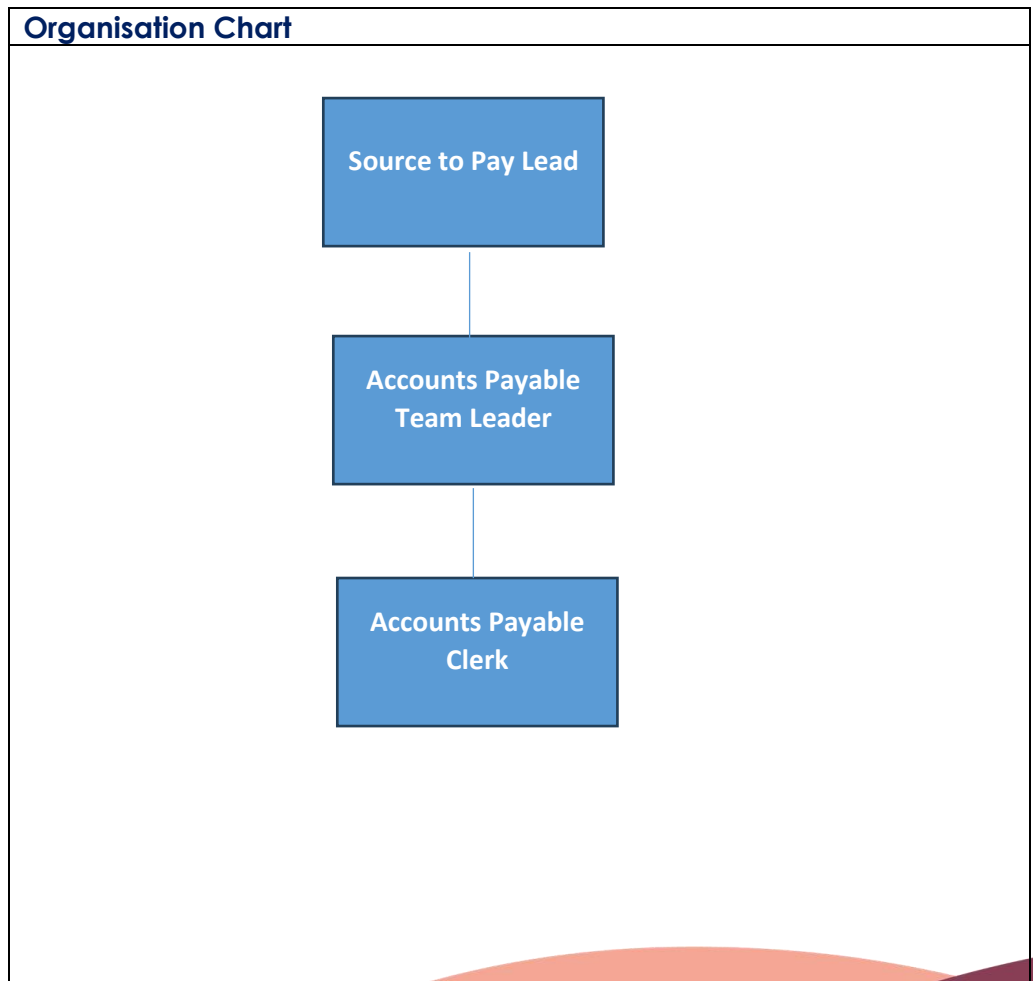


Role Description

Job Title	Accounts Payable Clerk
Line Manager	
Department	Accounts Payable, Transactional Services
Location	Rushmere, Craigavon
Purpose <p>Working from our Shared Service Centre in Craigavon, your attention to detail and ability to process high volumes of transactions will ensure that our suppliers are paid accurately and on time. You will have excellent problem solving and time management skills, work well independently or as part of the team, ensuring deliverables and deadlines are met.</p> <p>Pilgrim's Europe is a top UK and European food company employing 20,000 people across 40+ sites in the UK, Ireland, France and The Netherlands. We are a leader in making quality food sustainably in partnership with local farmers through our poultry, pork, lamb and beef supply chains.</p> <p>Building on the best of Moy Park, Pilgrim's UK, Pilgrim's Food Masters and Pilgrim's Shared Services, we bring unrivalled scale and expertise to our customers and the opportunity of a better future for our employees.</p> <p>Our iconic brands include Richmond, Fridge Raiders, Denny, Galtee, Rollover, Oakhouse and Moy Park.</p>	



Sincerity

Humility

Discipline

Simplicity

Determination

Availability

Ownership

“Delivering business success through our people”

Key Responsibilities\Measures of Success

- Validation and processing of invoices in VIM
- Weekly/Monthly Supplier Payments
- Liaise with colleagues at sites to resolve queries
- Deal with Vendor queries through to timely resolution
- Checking vendor statements and identifying missing items for resolution
- Ensuring all tasks are completed to the agreed timelines
- Working as part of a team, supporting team members with peak activity
- Ad hoc duties.

Skills & Knowledge

- Computer Literate, with Microsoft office proficiency, particularly Microsoft Excel
- Thorough and meticulous with attention to detail
- Work to tight deadlines with a 'can-do' attitude
- Strong work ethic and assertive
- Good team worker & communicator

Desirable

- Previous experience in an Accounts Administration role
- Knowledge & previous experience of Purchasing or Workflow systems
- Experience of working in a busy high-volume environment
- Experience of an ERP, ideally SAP.

Qualifications

- 5 GCSEs including Maths and English at Grade C or above or equivalent

Desirable



Behaviours

Our values are at the heart of our business and drive everything we do. *Availability* is key as we are receptive and open and prepared to take on new challenges. *Humility* is important to us as we listen and respect each other and value opinions of others. *Discipline* is vital to fulfil commitment internally and externally. We need to be truthful to each other and respectful of other opinions, so *Sincerity* drives us. At Pilgrim's we focus on what's practical and important so through *Simplicity*, *Ownership* and *Determination* brings success.

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*"Delivering business success
through our people"*