

AP Racing is the world's most successful Brake and Clutch supplier to the Motorsport market, providing systems to every F1 championship winner for the past 50 years. AP Racing is also a leading supplier of Brake and Clutch systems to the high-performance automotive OEM and aftermarket.



Purchase Ledger Controller (12 Month FTC)

Role:-

To administer the purchase ledger and ensure that the company's outward payments are made in accordance with appropriate time scales and within relevant payment terms.

- To support the Head of Finance & IT with the responsibility, workload aims and vision of the department as part of the Team.
- To deputise for the Finance Manager as appropriate in the functional area as and when necessary
- Participate and manage the outcome for Team Priorities-Roles and Responsibilities
- Process invoices, reconciling delivery notes to invoices received and purchase orders
- Assist in the setting up of new supplier accounts and maintain existing account details within the purchase ledger
- Monthly reconciliation of supplier statements
- Assist in the preparation of purchase summaries
- Preparing and processing payments including the BACS payments data
- To embrace new technology including new software whenever required by the business, ensuring the implementation of relevant new technologies and investigating solutions to complex problems.
- To attend training courses as required and train others as required.
- Complete and maintain accurate, timely documentation and records as required by the business.
- Maintain the required standards of housekeeping.
- Support other teams and functions as required by the business.
- Undertake self-development activities as required by the business.
- Undertake any other tasks or duties as required by any Director or relevant level authority within the business
- Contribute to the continuous improvement of processes and practices operated by the Company.

Person Specification:-

Degree – preferred or 3+ Years' Experience

Bookkeeping experience

Great interpersonal and communications skills

Self discipline

Good team working skills

The ability to work to monthly deadlines

Good interpersonal Skills.

Efficient time management and workload prioritisation skills with a high degree of self-motivation and independence.

To be considered for an exciting role, please contact HR@apracings.co.uk with CV and Salary details.

Strictly no agencies please

