

JOB DESCRIPTION

Job Title:	Goods In Administrator
Reports to:	Financial Controller
Main Purpose of Job:	
<p>To review and process goods received and purchase invoice documentation in accordance with the Company's policies and procedures to ensure an efficient and effective Goods In process that will provide accurate stock and margin financial records and support management information and analysis.</p> <p>This is vacancy is part of our Finance team and will work alongside one other Goods In Administrator.</p>	
Main Responsibilities:	
<ol style="list-style-type: none"> 1. Process the Goods In paperwork on a day to day basis after delivery has been administered by the warehouse team to ensure records are maintained. 2. Match Goods In delivery paperwork to Purchase orders on the system in a timely manner to ensure accuracy and provide up to date information for Purchasing. 3. Match the supplier's invoice to goods received to ensure that correct prices are paid for goods delivered. 4. Process necessary invoices promptly for payment once matched to goods received to ensure suppliers are paid accurately and on time. 5. Chase credits due for goods returned or inaccurate process used to ensure they are refunded or credited. 6. On a regular basis, reconcile monthly supplier statements to internal accounting records and report accordingly to ensure information on the system is up to date. 7. As required, manage the ancillary electronic warehouses on the company system, processing stock movements when necessary to match goods. 8. Build and maintain good working relationships with internal and external contacts to ensure issues are dealt with promptly and efficiently. 9. Work effectively as part of the Goods In/Purchasing teams to ensure work is prioritised and completed to deadlines. 10. Compilation of month-end summaries for Goods In/Invoice cut off to ensure the Finance Senior has up to date information. 11. Take on any other responsibilities or tasks that are within your skills and abilities whenever reasonably asked. 	
Knowledge, skills and experience required:	
<p>Essential</p> <ul style="list-style-type: none"> • Good IT skills – including Microsoft Office packages such as Excel, Word and Outlook. • Good telephone manner and communication skills. • Good level of numeracy and literacy. • Ability to work flexible hours on occasion if required. • Previous experience in a similar role. 	
Competencies:	
<p><u>Attention to detail</u></p> <p>Thoroughness in completing a task through concern for all the areas involved, no matter how small. Monitors and checks work or information and plans and organises time and resources efficiently.</p>	

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Time Management

Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.

Customer Focus

Is committed to meeting the expectations and requirements of internal and external suppliers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind.

Integrity and Trust

Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

Composure

Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.

Approachability

Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.

Initiative

Does things that no one has requested in order to improve or enhance products and services, avoid problems. Plans ahead for upcoming problems or opportunities and takes appropriate action.

Adaptability

Is able to change the way she/he behaves or approaches a situation in order to achieve a goal; responds to change with a positive attitude, willing to learn new ways to accomplish work activities and objectives.

Peer relationships

Can quickly find common ground and solve problems for the good of everyone; can represent his/her own interests and yet be fair to colleagues; can solve problems with colleagues with a minimum of noise; is seen as a team player and is co-operative; easily gains trust and support of peers; is honest and encourages colleagues to work well with each other.

Priority Setting

Spends his/her and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.

Key Contacts:

Internal: Warehouse Goods In Team, Finance Director, Purchasing Team

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External: Suppliers

Prepared by:

Name: HR

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