

Accounts Payable Administrator

In 1973, Karndean started life as a small family business. Now we are one of the world's most renowned and respected luxury flooring brands. We recognise our people as being the key drivers of our success and it's their passion and innovation that have allowed us to continue growing as a business.

We have an exciting opportunity for an Accounts Payable Administrator to join our Accounts Payable team. This position is well-suited to an enthusiastic team player who thrives in a fast-paced role, with a passion for delivering consistently excellent results.

As Accounts Payable Administrator you will be a valuable and key member of the Accounts Payable team. Reporting to the Accountants Payable Supervisor, you will bring experience and passion for all areas of Accounts Payable, with exposure to many aspects of the department. A particular focus will be on the daily processing of invoice documents utilising Document Capture automated software, enabling efficient and paperless processing.

Responsibilities:

- Processing of invoices, expense claims and company credit card receipts, where accuracy and attention to detail are key
- You will be part of a supportive team, who take pride in working to ensure deadlines are achieved across the department
- Preparation and posting of daily cashbooks, payment runs, payment journals and reconciling vendor ledgers

Requirements:

- Experience within an Accounts Payable role
- A methodical and focused approach to processes and procedures
- Intermediate level of Excel, vlookups and pivot tables
- Strong organisational skills

Our Company:

Karndean International UK is based in Evesham, Worcestershire across three sites with excellent facilities. We offer a huge range of benefits but here are some of the headlines:

- Competitive salary
- 37.5hrs a week
- Hybrid work - 2 days in the office
- Employee discount
- Health care cover
- 23 days holiday + a day off for your birthday (increasing with service)
- Opportunity to buy 5 days holiday
- Enhanced pension scheme
- Enhanced maternity, paternity and sick pay benefits
- Learning and development opportunities
- Paid Volunteering day

- Regular employee awards with up to £1,000 monetary prizes

As part of our company you will enjoy working with a team of incredibly passionate, fun people and have the opportunity to contribute innovative ideas direct to the executive leadership team as well as progressing your career.

At Karndean we are committed to recruiting and retaining a diverse workforce with an equitable, inclusive environment.

How to Apply:

- Please send your CV and covering letter to recruitment@karndean.co.uk