

Kellaway Group

Group Finance Administrator – GHO

Join Kellaway Building Supplies as a Group Finance Administrator and help drive our ambitious growth. We're committed to supporting our people with excellent benefits, training, and a culture of recognition.

What We Offer:

- **Competitive Salary:** £28,957.16 + monthly performance bonus
- **Generous Holidays:** 33 days (including bank holidays) with buy/sell options
- **Comprehensive Benefits:** Contractual sick pay, Group pension scheme, Free life insurance, Cycle to work scheme
- **Employee Assistance Programme:** 24/7 GP, mental health support, bereavement counselling, physiotherapy, financial/legal advice, wellbeing resources, lifestyle coaching, savings & discounts
- **Career Growth:** Full training, coaching, and extensive opportunities for development

Hours

- Basic 40 hours Monday to Friday from 8:30am to 5:00pm
- Stocktake weekend once a year

Your Role:

- To support all branch and business operations through the processing and payment of supplier invoices.
- To support purchase price accuracy through identification of and resolution of price differences, liaising with branches/businesses to instigate corrective actions.
- To liaise with suppliers, branches and business units to ensure efficient and accurate processing of purchase invoices, resolving queries such that continuation of supply is ensured.
 - Processing supplier invoices
 - Ensuring invoices are correctly authorised
 - Ensuring that suppliers are paid in accordance with agreed terms
 - Calculating supplier payment runs for upload to on-line banking
 - Administering & resolving queries
 - Raising supplier claims (debit notes)

What we are looking for:

- Excellent customer care
- Effective communication skills both verbal and written by a variety of means
- Organised and structured approach to tasks
- Excellent time management skills
- Flexible and adaptive approach to work
- Accuracy and attention to detail

Why Join Us?

At the Kellaway Group, we value our people and invest in their success. You'll find a supportive, ambitious environment with real opportunities to grow your career.

We welcome applications from all backgrounds and communities.

Ready to take the next step? Apply today and become a valued member of our team!