



Job Description: Technical Pricing Support

Overall

Reporting to the Financial Controller, responsibilities include pricing appraisals, maintaining the purchase ledger and administrating invoices.

Responsibilities

- Complete price appraisals within agreed timescales;
- Accurately record information on company databases, updating as appropriate;
- Draw attention to any inconsistencies that you may come across in the company’s pricing structure;
- Input supplier invoices ensuring the data entered is accurate before posting to the purchase ledger;
- Accurate coding of supplier invoices;
- Matching supplier invoices to matched orders and supplier delivery notes, completing data in authorisation box on accounts copy of order and noting any discrepancies;
- Liaise with suppliers and invoice signatories re invoice queries;
- Chase outstanding invoices for payments on account;
- Assist in taking card payments from customers, ensuring customer’s card details are kept secure in line with Company policy for processing payments by credit or debit card;
- Provide cover/assist in issuing petty cash to employees;
- Provide administrative support as required;
- Carry out any other reasonable task that may be requested by the Company.

Essential Skills and Experience

- Self motivated and can work on own initiative.
- High level of attention to detail.
- Competent user of computerised accounts software, Microsoft Outlook, Word, Excel & Access.
- Flexibility: to cover for other personnel during holidays / sickness
- Team player with good interpersonal / communication skills
- Ability to read technical drawings (desirable)

The above statements are intended to describe the general nature and level of work being performed by staff assigned to this job role. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required. All staff may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Prepared by: _____ Date: _____

I accept the contents of this job description.

Signed: _____ Date: _____

Name: _____