

Role Profile

Job Title: Receptionist with Purchase Ledger Duties (Maternity Cover)
Department: Finance
Reports To: Mary Lennon

Role Overview

Reporting to the Group Financial Controller, the main objective of the role is to be the first point of contact for anyone calling or visiting the site. The role also involves the posting of supplier invoices and other Purchase Ledger duties.

Main Duties

- Responsible for all visitors, from initial welcome to ensuring they are issued with correct security identification. All visitors must be announced to their host & ensure visitor is met by their host
- Switchboard operation – answering the phone, directing the calls and taking messages
- Process high volume invoices in a timely manner
- Verify invoices
- Supplier reconciliations
- Liaise with suppliers
- General finance and accounts duties
- Dealing with queries and directing them to the relevant areas
- Handling incoming and outgoing post
- Distribute any parked invoices and chase for updates
- Any other purchase ledger duties that are required

This is not an exhaustive list and is subject to change and amendment.

Competencies to perform the role

- Excellent computer skills
- Attention to detail and good organisational skills
- Proven work experience as a Receptionist
- Excellent communication skills
- Be flexible and adaptable as the role develops with time

Experience and Qualifications

- 2 years in a similar role
- Knowledge of ERP systems

Other Significant Role Requirements:

- Excellent Customer Service Skills
- Excellent Professional Etiquette

Performing the role in line with the Monaghan Cultural Values:

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people.

2. Forward Thinking: We think ahead and we think for the long term.
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way.
4. Inspiring: We seek out new ways to excite and inspire each other.
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact