



Are you a highly organised, self-motivated person with a good understanding of purchase ledger and accounting? Do you have a good telephone manner and Microsoft office skills; in particular word and excel; and the ability to assimilate new information quickly? Are you a resourceful team player with a high focus on providing an excellent standard of customer service who is keen to work in a friendly and dynamic environment for a successful, expanding organisation?

An exciting opportunity has arisen for a confident and proactive Supplier Accounts Administrator to join this rapidly expanding business to provide support to the Member & Supplier Accounts team.

Fram Farmers is one of the UK's largest farmer-owned input purchasing and crop marketing Groups for professional arable and livestock farmers. We exist solely to serve and represent our significant Membership base, our goal being to provide them with an unequalled service, together with the very best value for money for the purchasing and crop marketing activities which we undertake on their behalf.

You will be responsible for a variety of activities including but not limited to:

- Deal with all Supplier queries, liaising with purchasing teams when necessary
- Control application process for new suppliers
- Set up/close down/Monitor supplier accounts
- Production of supplier remittances
- Reconciling supplier statements
- Provide cover for Member Administrator in all functions:

To be considered for this position you will have a high standard of education coupled with an upbeat, can do attitude and a good telephone manner. This role is suited to an AAT studier but qualification is not essential.

In return for your ability to multi task and remain calm under pressure you will be rewarded with a competitive salary of c£21,000 - c£23,000 depending on experience/knowledge plus benefits, whilst gaining the opportunity to work within a progressive, career focused environment as part of a lively, professional team.

If you believe you have the necessary skills and experience for this vacancy, please apply today!