

Bringing *Ideas To Light*

Accounts and Purchasing Assistant

Hours: 37 hours per week worked over Monday -Friday. Hours' negotiable from a minimum 32 hours will be considered. Time to be split between accounts and purchasing.

Location: Our office is based in Ulverston in the stunning Lake District, South Cumbria.

Start Date: February/March 2024

Why Work for Us?

At Forge, we're really good at inventing and manufacturing bespoke LED solutions. That's why we're a market leader in custom LED lighting. Based in Ulverston in the South Lakes, you'll be reporting to our Management Accountant and become a valued member of both the purchasing and accounts teams. We are well-established and ambitious with exciting plans for business growth within the green economy. We promote the development of our team and can support the right person with AAT, or equivalent accounting qualifications.

What you'll do: -

- Maintain and update financial records and data on Sage,
- Manage purchase orders and production works orders from key suppliers,
- Assist with accounts payable/receivable functions,
- Accurately process invoices, credit card statements and petty cash in a timely manner,
- Expedite customer payments,
- Maintain relationships with suppliers and effectively communicate on expediting and pricing.

You'll be: -

- Literate and numerate with good attention to detail,
- A team player who ensures effective communication with the team, suppliers, and customers,
- Trustworthy and discreet. Able to maintain professionalism and confidentiality with all job tasks,
- Confident and able to prioritise workload and operate on own initiative,
- Enthusiastic and highly organised.

You'll have: -

- A good level of IT skills especially Microsoft Office and Excel,
- 5+ GCSEs at A*- C or equivalent (including Maths, English Language, and a Science) and a minimum of two A Levels (or equivalent qualification/experience),
- Some experience of working in a busy office in a purchasing and/or accounts role preferred but not essential,
- Experience of Sage would be useful but not essential,
- Good communication skills,



- A flexible approach to work across two departments and happy to learn new skills.

You'll get: -

- Flexible Working Arrangements including an early finish on Fridays.
- 32 days holidays per year (including Bank Holidays) or pro rata for part time employees.
- Excellent progression, learning and development potential (including the option of gaining AAT, or similar accounting qualification)
- Profit Share Scheme

To Apply

Please send your CV together with a covering letter to jobs@forge.co.uk explaining why you think this is just the job for you.

First interviews will be held via Teams. Final interviews will be held at our Ulverston office on 29 January 2024.

Please visit www.forge.co.uk or contact jobs@forge.co.uk or phone 01229 580000 for further information.

Forge reserves the right to close the vacancy at any time, if it is deemed that there have been sufficient applications received.

