



Are you a highly organised, self-motivated individual with a good understanding of purchase or sales ledger and accounts processes? Do you possess strong telephone skills and proficiency in Microsoft Office, particularly Word and Excel?

We are seeking a confident and proactive Supplier Accounts Administrator for a 12-month maternity cover position, offering up to 30 hours a week providing support to the Member & Supplier Accounts team.

Based in the beautiful market town of Framlingham Suffolk, 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

The ideal candidate will have the following skills and attributes:

- Experience in Purchase Ledger
- Good knowledge of Microsoft Excel and Word applications
- Strong numeracy skills
- Exceptional attention to detail
- Excellent communication skills
- Organised, methodical and rational
- Ability to prioritise
- Professionalism, positivity, integrity, reliability and trustworthy
- Approachable and ability to problem solve
- Commitment to delivering a high quality service
- Ability to effectively adapt to change

If you have experience within a similar role and have the skills required, we would love to hear from you.

Benefits:

- On-site parking (own transport is desirable due to location)
- Unique company sick pay scheme
- Life Insurance (death in service)
- Private Healthcare
- Fram Farmers Membership
- Mindful Employer (24 hour helpline)