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| Job Title: | Commercial / Sub-Contract Payment Administrator | |
| **Business:** | **Taylor Wimpey North East** | |
| **Location:** | **Sunderland** | |
| **Reports to:** | **Commercial Director** | |
| **Direct Reports:** | **Commercial Manager** |  |
| **Main Interfaces** | **Directors, Senior Managers and Buyers**  **Sales Executives, Site Managers and sub-contractors** |  |

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| Overall Purpose |
| To deliver efficient, customer focussed, professional administration support to the Commercial department with particular emphasis on the payment of sub-contractors. |

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| Key Activities |
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| * Raise payment batches and draft certificates for sub-contractors. * Raise variation orders and process variation payments. * Record and process contra charges / sub-contract set off’s. * Supporting the Customer Care and Sales Requisition process. * Arrange invoicing of HA valuations. * Manage inter departmental sign off and recording of variations. * Manage and pay payments to statutory authorities. * Ensure Sub-contract and supplier information is correct. * Support order raising for both sub-contractors and suppliers. * Support the management and operation of an efficient ‘Options’ process for our purchasers * Liaise with sites to ensure ‘Options’ are delivered efficiently * Operating any appropriate IT and procedural systems * Regularly review existing procedures and suggest improvements where appropriate * Issue, receive and value stock takes monthly * Assembling rebate claims * Assisting with tender enquiries * Any other duties as required to meet the needs of the business |

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| Key Competencies |
| * Ability to learn and operate relevant IT and procedural systems * Honesty, reliability and enthusiasm * Team player * Attention to detail and accuracy * Good communication skills * Ability to work under pressure and to deadlines * Must have strong administrative and organisational skills, ability to multi task and be able to prioritise workloads |

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| Key Experience |
| * Organisational/Administration background * Good PC skills including MS Word, Excel and Outlook * Worked in a time critical environment * Worked in a team environment |

**If you would like to be considered for this role please email/send your CV to Chris Forshaw** [**chris.forshaw@taylorwimpey.com**](mailto:%20chris.forshaw@taylorwimpey.com) **by Friday 5th June 2015.**