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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
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**If you would like to be considered for this role please email/send your CV to Chris Forshaw** **chris.forshaw@taylorwimpey.com** **by Friday 5th June 2015.**