



We are looking for a  
**Accounts Payable Administrator**  
to join our team in Newry.

CGDM Group is an award-winning company that prides itself on delivering excellence in construction and professional fit-out projects across a range of sectors. To support our growth strategy, we require an Accounts Payable Administrator to join our team. This is an exciting opportunity for an experienced, confident and self-motivated professional with ambitions to further their career.

**Job Description:**

- Raise Purchase Orders (PO) on SAGE upon request.
- Match Invoices to POs and signed delivery dockets
- Post all supplier invoices on SAGE following approval process.
- Reconcile supplier statements at end of month.
- Prepare payments to suppliers via on-line banking.
- Review and send all O/S Debtors statements on a monthly basis.

The successful candidate will be required to have a logical mind and an ability to work well with numbers and have the ability to maintain clear and accurate financial records. The following criterion is essential:

- A minimum of 2 years' relevant financial experience, preferably within industry
- Computer literacy and the ability to use various specialist applications e.g. SAGE Line 50 and Microsoft Excel
- The ability to work independently and as part of a team
- The ability to work to deadlines

**Desirable**

- Previous experience in a similar role, preferably within the construction sector.
- Accountancy Qualification

CGDM Group will offer a competitive remuneration package, with wellbeing initiatives and benefits to the successful candidate. CGDM are part of CIRI and develop our CPD skills every year, therefore training, webinars and continued professional development will always be available.

If you are interested in applying for this position, please forward your CV to [careers@cgdmgroup.com](mailto:careers@cgdmgroup.com) or call us on 028 3025 0844 for more information.

**CGDM Group is an equal opportunities employer.**