

Accounts & Payroll Administrator

Office • £14.55 - £16.50 ph • Deadline: 11 Sep 2026

ABOUT THE ROLE

We are looking for an accurate, organised and dependable Accounts & Payroll Administrator to join Greenfield Engineering in Holsworthy.

This is a varied role providing day-to-day support across purchase and sales ledger, payroll preparation, employee administration and business reporting. You will help ensure transactions are processed on time, records remain accurate and colleagues, suppliers and customers receive a professional and responsive service.

The successful candidate will be comfortable working with Sage and an ERP system, handling confidential information and balancing routine deadlines with ad hoc requests. The role suits someone who enjoys detail, takes ownership and can spot and resolve discrepancies before they become problems.

CORE RESPONSIBILITIES

- • Process purchase ledger invoices using Sage and the company ERP system, and create sales invoices and credit notes accurately.
 - • Reconcile monthly supplier statements, investigate discrepancies and prepare supplier payment runs for approval.
 - • Prepare financial and operational reporting, including waste, utilities, transport costs, company vehicles and National Statistics returns.
 - • Monitor daily clocking exceptions, correct timekeeping records and prepare weekly hours information for payroll processing
 - • Complete new-starter set-up administration and produce reports relating to employees, temporary workers and payroll.
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ESSENTIAL SKILLS

- Previous experience in an accounts and payroll administration role.
- Excellent numerical accuracy and close attention to detail.
- Clear, professional communication skills and the ability to work independently as well as part of a team.

DESIRABLE SKILLS

- Experience using time-and-attendance or workforce-planning software.
- Previous experience within manufacturing, engineering or another operational business.
- Experience preparing cost analysis or management information reports.

WORKING HOURS

Monday	8:00am – 5:00pm
Tuesday	8:00am – 5:00pm
Wednesday	8:00am – 5:00pm
Thursday	8:00am – 5:00pm
Friday	8:00am – 2:30pm

Total: 40.0 hrs/week (paid)

COMPANY BENEFITS

- Additional holiday entitlement linked to length of service.
- Company equipment provided where required for the role.
- Access to a company discount scheme.
- Employee referral scheme.
- Training and development support.
- Employee wellbeing package.
- Long-service awards and planned company events.
- Access to a salary-sacrifice electric vehicle scheme, subject to eligibility.

How to Apply

Visit our careers portal to apply online or email your CV and cover letter to careers@greenfieldengineering.co.uk.