|  |  |
| --- | --- |
| **Department:** **Reports to:** **Contract Type:** | **Finance**Finance Manager1 year FTC (Maternity Cover) |
| **The Company**JMG Systems is an electrical specialist providing complete technology solutions to some of Northern Irelands largest manufacturers for over 40 years. The company has been at the forefront in delivering cutting edge technology in control systems for engine driven machinery and is a key contributor in a wide range of sectors. |
| **Main duties**Our finance team are at the centre of the organisation. For our customers you will be the main point of contact for any sales invoicing queries and for our team they will rely on you to support them in building and maintaining strong customer relationships to deliver the business goals.Working in the Finance Team as a Sales Ledger, you will work accurately and take pride in a job well done to ensure that JMG is supported to achieve great results by processing sales and service invoices in a timely and professional manner and following up on any invoice queries where necessary. This role will suit someone who thrives on fresh challenges every day and likes to get things done.The Company’s purpose, **“Creating a Better Way”**, is a key driver for all positions within JMG and you will look for opportunities to improve how we do things. Our Core Values mean everything to us and it is how we recruit. We are looking for people who share our ethos of being;  *Helpful and Considerate Open and Honest Curious and Creative* *Responsible and Reliable Productive and Mindful Positive and Friendly* |
| **Key Responsibilities**1. Allocate sales orders and ensure all despatched items are invoiced in a timely manner. Accurately logging all invoices onto our computer systems and follow up with customers when needed in a professional manner to build and maintain strong relationships.
2. Manage outstanding sales orders including unpriced items ready for invoicing, unposted invoices and zero value items in line with company process.
3. Working in collaboration with purchase ledger to ensure all delivery and carriage charges are invoiced
4. Request purchase orders and process service invoices to customers. Linking in with Engineering for overseas work completed and agree the invoicing arrangements.
5. Control credit note requests, liaising with the requestor and with the Finance Managers approval process credit notes where agreed.
6. Provide information and assist in year-end audits, along with any other sales reporting information for completion of surveys, reports and management accounts.
7. As you will be based on the ground floor you will also greet visitors, deal with couriers and, take general telephone enquiries. While also maintaining the visitors log and postage.
8. Other general housekeeping duties such as ordering and maintaining refreshment items in the staff canteen. Filing and archiving.
9. Confidently and positively communicate with customers, internal teams and senior management.
10. Promote a positive culture of safe working practices.
11. Seek opportunities to improve the way we do things.

*Any other duties required in line with your job role.* |
| **We are looking for people who have;*** 1+ year recent experience in a similar role
* GCSE Maths and English or equivalent
* Sage Line 50 experience
* Microsoft Excel experience
* Excellent communication and organisational skills
* Good attention to detail and high level of accuracy
* Demonstrated ability to process high volume invoices to tight deadlines

**Desirable Criteria*** Previous experience in an engineering / manufacturing setting
 |
| **What you get will get in return**This is a part time working arrangement 28 hours over 5 days;* 2 full days working 8 - 4.15 and
* 3 half days work 8 – 12

We are flexible in the days which this is worked.A comprehensive and flexible holiday package Inclusion in our company pension schemeFree on - site car parking Working in a new bright modern office that is friendly and COVID compliant JMG is an equal opportunities employer and we welcome all applications. |

## Position Applied For: Sales Ledger Job Ref: SL0721/

## Closing Date: Friday 25 July 2021 at 5pm

|  |
| --- |
| Applicant Information |
| Full Name: |  |  |  |  |
|  First |  Surname |  |
| Address: |  |
|  Street  |  |
|  |  |  |  |
|  Town |  | Post Code |
|  |  |  |  |
| Contact Phone: |  | E-mail Address: |  |
| *.* |
|  |

Have you applied to work for JMG Systems before (in the last 12 months)? *Yes* *[ ]  No* *[ ]*

|  |
| --- |
| If you have lived outside the UK in the last 5 years, please provide full address details and dates (*continue on a separate sheet if necessary*):Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates (from/to):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Education |
| **Secondary Education:** |  | From: |  | To: |  |
| Subjects Studied & Qualification Gained  | Grades | Subjects Studied & Qualification Gained | Grades |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **College /****University:** |  | From: |  | To: |  |
| Course:  |  | Grade: |
| Subjects: |  |
|  |  |

|  |
| --- |
| Relevant Skills, Abilities, Knowledge and Experience |
| What influenced you to apply for this position? |
|  |
|  |
|  |
|  |
| Please outline the specific knowledge, skills and personal qualities which you possess and consider to be particularly relevant to this vacancy. |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| Current Employment |
| Company: |  | Phone No: |  |
| Address: |  | Supervisor/Reference: |  |
| Job Title: |  |  | Salary/Rate: |  |  |
| Responsibilities: |  |
|  |
|  |
|  |
| From: | Reason for considering to leave current post: |  |  |
| May we contact your supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
| Previous Employment History |
| Company: |  | Phone No: |  |
| Address: |  | Supervisor/Reference: |  |
| Job Title: |  |  | Salary/Rate: |  |  |
| Responsibilities: |  |
|  |
|  |
|  |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone No: |  |
| Address: |  | Supervisor/Reference: |  |
| Job Title: |  |  | Salary/Rate: |  |  |
| Responsibilities: |  |
|  |
|  |
|  |
| From: |  | To: |  | Reason for Leaving: |  |

|  |
| --- |
| Other Information |
| What are your outside interests and recreational hobbies? |
|  |
|  |
|  |
| Please indicate the title of any voluntary positions held (eg in Sports or Charitable Organizations) and details of responsibilities: |
|  |
|  |
|  |

|  |
| --- |
| References |
| Please list two references. At least one reference **must** be someone who knows you in a professional capacity. |
| Full Name: |  | Job Role/ Position: |  |
| Company: |  | Relationship to you: |  |
| Address: |  | Phone: |  |
|  |  |  |  |
| Full Name: |  | Job Role/ Position: |  |
| Company: |  | Relationship to you: |  |
| Address: |  | Phone: |  |

*Continue on separate sheet, or attach CV, if necessary*

|  |
| --- |
| Other Information |
| Have you ever been convicted of any criminal offence? YES\_\_\_\_ NO\_\_\_\_\_ |
|  |
| If so, please provide details: |
|  |
| What is your present state of health, noting any medical conditions and illnesses, or accidents that you have had? |
|  |
|  |
|  |
|  |
|  |  |  |

|  |
| --- |
| Disclaimer and Signature |
|  |
| I certify that my answers are true and complete to the best of my knowledge, and that I have completed this form myself. If this application leads to my employment, I understand that false or misleading information in my application or interview may result in my release. |
| Signature: |  | Date: |  |

**Please return this Application Form before the closing date to:**

**JMG Systems Ltd., 66-68a Derry Road, Omagh, Co. Tyrone, Northern Ireland BT78 5ED or** **HR@JMGSYSTEMS.CO.UK**

**EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE – SL0721/**

JMG Systems is an Equal Opportunities Employer. We aim to provide equality of opportunity to all persons regardless of their religious belief; political opinion; sex; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.

We do not discriminate against our job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.

In this questionnaire we will ask you to provide us with some personal information about yourself. We are doing this for two reasons.

Firstly, we are doing this to demonstrate our commitment to promoting equality of opportunity in employment. The information that you provide us will assist us to measure the effectiveness of our equal opportunity policies and to develop affirmative or positive action policies.

Secondly, we also monitor the religious belief and sex of our job applicants and employees in order to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.

**You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so.**

Nevertheless, we encourage you to answer the questions below. Your identity will be kept anonymous and your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any unlawful decisions affecting you, whether in a recruitment exercise or during the course of any employment with us. Details of how we will process the information collated from this form is provided in the job applicant privacy notice. To protect your privacy, you should not write your name on this questionnaire. The form will carry a unique identification number and only our Human Resources Department will be able to match this to your name.

**Religious Belief:**

Please indicate your religious belief by ticking the appropriate box below:

|  |  |  |  |
| --- | --- | --- | --- |
| Protestant |  | Hindu |  |
| Roman Catholic |  | Buddhist |  |
| Christian |  | None |  |
| Jewish |  | Prefer not to say |  |
| Sikh |  | Other religion (please specify) |  |
| Muslim |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

**Sex:**

Please indicate your sex by ticking the appropriate box below:

|  |  |  |  |
| --- | --- | --- | --- |
| Male  |  | Female |  |
| Undergoing gender reassignment |  | Prefer not to say |  |

**Age:**

Please state your date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Race/Nationality/Ethnic Group:**

Please state your country of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please state your nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate which of the following applies to you:

|  |  |  |  |
| --- | --- | --- | --- |
| White |  | Chinese |  |
| Irish Traveler |  | Indian |  |
| Pakistani |  | Bangladeshi |  |
| Black Caribbean |  | Black African |  |
| Black Other |  |  |  |

Mixed ethnic group (please state which): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any other ethnic group (please state which): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disability:**

Under the Disability Discrimination Act 1995 you are deemed to be a disabled person if you have “*a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities*”.

Do you consider that you are a disabled person?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If you answered “yes”, please indicate the nature of your impairment by ticking the appropriate box or boxes below:

|  |  |
| --- | --- |
| Physical Impairment: |  |
| Sensory Impairment: |  |
| Mental Health Condition: |  |
| Learning disability or difficulty: |  |
| Long standing or progressive illness or health condition: |  |
| Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

**Sexual Orientation:**

Please indicate your sexual orientation by ticking the appropriate box below:

|  |  |  |  |
| --- | --- | --- | --- |
| Heterosexual  |  | Bisexual |  |
| Homosexual |  | Transsexual |  |
| Prefer not to say |  |  |  |

**Marital Status / Civil Partnership:**

Please indicate your marital status by ticking the appropriate box below:

|  |  |  |  |
| --- | --- | --- | --- |
| Married |  | In a civil partnership |  |
| Single |  | Other (please specify): |  |
| Prefer not to say |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

**Dependents / Caring Responsibilities:**

Do you have dependents, or caring responsibilities for family members or other persons?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If you answered “yes”, are your dependents or the people your look after? (Please tick the appropriate box or boxes):

|  |  |  |  |
| --- | --- | --- | --- |
| A child or children |  | An elderly person or persons |  |
| A disabled person or persons |  | Other (Please specify) |  |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

**Thank you for completing the equal opportunities questionnaire.** Please return this either via email to HR@jmgsystems.co.uk or by post to JMG Systems, 68 Derry Road, Omagh, BT78 5ED.