



# MURDOCK

## BUILDERS MERCHANTS

Murdock Builders Merchants is a family-owned business with 15 locations across Northern Ireland and the Greater Dublin region. With over 400 employees, we are recognised as a leading company in our industry, supplying general and specialist building materials, timber and hardware to the construction trade, the DIY sector, and the public.

Our business is built on strong relationships, expert knowledge and consistently excellent customer service delivered by our dedicated teams.

Murdock Builders Merchants forms part of the wider Murdock Group, which also includes Brooks Timber and Building Supplies, DPV, Cranwood and Lotus Homes.

## Accounts Payable Administrator – MBM Head Office

### Working Hours

Monday – Thursday 8.00am -5.00pm Friday 8.00am-4.00pm

We wish to recruit an Accounts Payable Administrator To support the efficient and accurate operation of the Accounts Payable function within a fast-paced, high-volume environment. This role is responsible for processing supplier invoices, resolving queries, and contributing to continuous improvement initiatives while working collaboratively within the finance team.

### This role will include:

- Template new supplier invoices and credits through our document management system.
- Process a high volume of supplier invoices and credit notes accurately and within required timeframes through our document management system.
- Reconcile invoices to purchase orders and goods received notes.
- Liaise with internal teams and external suppliers for resolution of invoice queries and requests for credit notes.
- Build and maintain positive working relationships with suppliers and colleagues.
- Ensure correct coding and posting of invoices in line with company policies.
- Work collaboratively as part of the finance team to meet deadlines and targets.
- Identify and suggest opportunities to improve processes and efficiencies.
- Support the implementation of system and process enhancements.
- Contribute to initiatives aimed at improving accuracy, speed, and workflow.

### Skills

- Experience in an Accounts Payable or finance administration role
- Ability to work effectively in a fast-paced, high-volume environment.
- Strong attention to detail and commitment to accuracy.
- Excellent organisational skills with the ability to prioritise workload.
- Strong problem-solving and query resolution abilities.
- Good communication skills (written and verbal).
- Proficient in Microsoft Excel and finance systems.
- Ability to work as part of a team while also using initiative.

### Benefits:

- Attractive package offered.
- Company Pension Scheme
- Opportunity for Excellent Career
- Staff Discount
- Health Cash Plan (after completion of successful probation)
- Long Service Leave and Recognition

Closing date: Monday 8<sup>th</sup> June 2026

To apply please:

Email CV to: [MRice@mbm.ie](mailto:MRice@mbm.ie)

Download application form from [www.murdockbuildersmerchants.com](http://www.murdockbuildersmerchants.com)

*Murdock Builders Merchants is an Equal Opportunities Employer and welcomes applications from all sections of the Community*