Accounts Assistant – Purchase Ledger

(Full-Time, Site Based)
G3 Castleford, WF10 4UA

ABOUT G3 REMARKETING

Established in 2009, G3 Remarketing is one of the UK's fastest-growing vehicle remarketing and disposal management specialists with over 130 team members across 2 UK auction facilities. Our industry-leading 14-acre facility in Castleford was purpose-built and opened to great fanfare in 2021 and has been closely followed in 2024 by the opening of the 14-acre centre at G3 Bedford.

With strategic locations in the north and south, the business continues to reshape the expectations of both physical and online auctions. Combined with a new operational platform and client interfaces, G3 will become the benchmark for all other independent auction businesses throughout the UK and Europe.

Join a winning team! G3 has recently been voted the 'LCV Remarketing Company or the Year 2026 by Motor Trader Magazine and 'Best Use of Technology 2026' By Car Finance Awards.

MAIN RESPONSIBILITIES

The Accounts Assistant – Purchase Ledger role sits within the Finance team at Castleford providing first-class support to G3's 2 auction sites. Working in a small team, the successful candidate will have exposure to both internal and external stakeholders, providing a service that is key to the continued smooth running of the business.

- Managing auction-related accounts payable from end-to-end.
- Dealing with queries on purchase invoices, liaising with suppliers and internal staff, processing invoices, posting supplier payments and reconciling supplier statements.
- Resolving relevant queries with internal and external stakeholders.
- Ad-hoc tasks and general finance administration as needed.

SKILLS AND ABILITIES

- Excellent attention to detail with an organised approach.
- A self-starter, requiring minimal supervision and being able to solve problems and deal with issues as they arise.
- Exceptional communication skills.
- Ability to work well individually, as well as in a team.

PERSONAL ATTRIBUTES

- Ability to build relationships quickly.
- Organised and efficient
- A confident and professional attitude.

OTHER REQUIREMENTS/QUALIFICATIONS/TRAINING

- Previous accounts payable experience is desirable.
- Intermediate experience of Microsoft Excel.
- Exposure to a fast-paced environment with a demanding workload

POSITION

Full-time maternity cover position based at G3 head office in Castleford (Mon – Fri 9am to 5pm)

The successful candidate will receive;

Competitive Salary (based on experience)
Company Pension Scheme
Life Assurance (x3 basic salary) *
33-Days annual leave (inclusive of bank holidays)
Referral incentives for employee recommendations
A collaborative and creative work environment

* Subject to employment milestones

Created by Paul Tattersall
Approved by Amanda Myers
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