



Green Cat Renewables Job Advertisement – Purchase Ledger Assistant

Location: Biggar

The Company

Green Cat Renewables (GCR) is a dynamic, innovative company that provides the complete range of technical services required to deliver renewable energy projects. The team of over 90 Engineers and Environmental Consultants deliver projects on behalf of clients from four offices in Edinburgh, Glasgow, Livingston and Biggar. GCR also works closely with its three sister companies Green Cat Contracting and Green Cat Hydrogen based in the UK and Green Cat Renewables Canada based in Calgary and Halifax.

The company has five main departments - Engineering, Environmental & Planning, Geotechnical Services and Technical & Asset Management Services. Underpinning these are the main administrative functions of the business, including Finance.

A vacancy has arisen within the Finance and Admin Team for a Purchase Ledger & Office Assistant to provide support to the Finance Team based at the Head Office in Biggar

Please note that Green Cat Renewables do not offer any form of visa sponsorship

The Role

The role will primarily involve the following:

- Processing and coding of supplier invoices and credit notes
- Manage purchase invoice approval process and resolve any queries.
- Manage central accounts email mailbox.
- Reconcile supplier ledgers by obtaining missing invoices and correcting address/contact discrepancies.
- Liaise with suppliers, to resolve day to day and ad-hoc issues as they arise.
- Provide admin support to internal departments as required.
- Obtain approval, prepare and process weekly payment run.
- Oversee monthly credit card transactions and purchase order requests.
- Be prepared to undertake wider support tasks across the company as and when required.

The Candidate

Training will be given, however, office experience is essential.

Also, the candidate would ideally have the following:

- Excellent organisational skills and attention to detail.
- Be proactive and self-motivated with workload.
- Have excellent communication skills.
- Be willing to learn and develop new skills to help grow the role within the team.
- Have experience with Microsoft Office applications

Benefits



- Competitive salary
- 25 Days annual leave and 8 flexible bank holidays
- Private Medical Healthcare
- Cycle to work scheme
- Professional development opportunities and support
- Professional fees paid for by the company
- Company social events and team building days
- On-site parking with EV charging points available to staff (Edinburgh Office only).

Closing Date is Friday 8th August 2025

To apply please send a full CV and covering letter to jobs@greencatrenewables.co.uk.