

Pricing Co-ordinator Job Description

Company Background

Encon Insulation & Nevill Long is the leading independent UK distributor of thermal and acoustic insulation, interior systems, fire protection, roofing, construction products and external façade materials.

As the Distributor of Choice, we take pride in providing the highest level of service and support. We have around 600 employees, with specialist teams dedicated to our key market sectors, and we work hard to add value to every project.

Delivering year on year increased sales and profit, the Company has been recognised in the Sunday Times Top Track 250 index and is the leading independent distributor of insulation and associated building materials in the UK.

Encon's Head Office is based in Wetherby, West Yorkshire where c.50 employees provide specialist functions to provide support to the Branch network, including the Finance Department.

The Finance Department is made up of the Accounting, Purchase Ledger and Commercial Finance teams, and now has an immediate requirement for a Pricing Co-ordinator within the Commercial Finance team.

Role Background

The role of Pricing Co-ordinator is reporting to the Commercial Finance Manager.

Initially the role will focus on managing and updating Customer Special Price Agreements (SPA's) for the major national accounts, whilst also providing analytical and administrative support to the Commercial Finance Manager. In due course, we would like to expand the role to also provide support to branch sales teams managing their local customer SPA's.

The role will be based at the Group's Head Office in Wetherby, with flexibility for some days to be worked from home.

Key Relationships

Externally – Contemporary contacts at key customers

Internally – Commercial Finance Manager, Systems & Data Manager, Systems & Data Co-ordinator, various national account managers and sales executives, IT department, finance team

Candidate Requirements

Essential:

- Numerate
- Attentive to detail
- Confident in MS Excel
- Confident learning new computer systems
- Curious and analytical mindset
- Problem solver
- Ability to communicate effectively with sales personnel

Desirable:

- Prior experience in a similar role
- Experience and/or understanding of construction industry

Key Responsibilities

- Learn and manage the SPA module in the Group's ERP system, m4.
- Update the national major customer SPA's in line with the requirements of the Account Managers.
- Liaise with Account Managers to plan ahead for these updates, which can arise either due to new projects, manufacturer price increases or changes to the discount and rebate structures.
- Document the processes involved.
- Provide ad hoc support to the Commercial Finance Manager in analytical, business intelligence and administrative tasks.
- Provide cover for the Systems Data Co-ordinator, who updates supplier price lists and manages new product code requests.

This list is not exhaustive and may be subject to local variation.

Standard Terms, Conditions and Benefits

Working Hours	37.5
Notice Period	1 Month
Holiday Entitlement	23 Days
Encon Work Save Pension	Yes
Life Assurance Plan	Yes
Bonus Scheme	Yes