

Job Title	Accounts Payable Analyst – Fixed Term
Reporting to	Accounts Payable Supervisor
Date	June 2026
Location	CDE Global Cookstown

WE ARE CDE.

HERE TO CREATE OUR BEST WORLD, A TON AT A TIME.

Sand is a finite resource, and it's running out. Today, population growth and the pace of progress means the world is devouring sand like never before – 50 billion tonnes a year globally. This demand is unsustainable. Together with our customers we have already diverted over 100 million tonnes of waste material from landfill and put it back into the materials market for use in construction; protecting sand & aggregates in areas where natural material reserves are in decline and enabling production to happen closer to markets. We are minimising environmental impact and laying the foundations for the circular economy.

At CDE we work across the natural processing and waste recycling sectors, in five regions, to pioneer industry-leading, world-changing engineering solutions. Our headquarters are in Northern Ireland, and we have offices in the USA, Australia, Austria, and Brazil. For over 30 years we have relentlessly innovated and co-created wet processing solutions – completing over 2,000 global projects – and we're only getting started. Our purpose is to create our best world, a ton at a time; empowering our customers to transform their materials into valuable resources for the betterment of people, planet, and their bottom lines.

Discover more about life at CDE www.cdegroupp.com

Job Purpose

Working as part of the Accounts Payable team to process invoices and credit notes, prepare employee expenses and supplier payments, respond to supplier queries on a timely basis and assist with the month end process.

Please note, this job description is not exhaustive as other duties may be required to fulfil the requirements of the role.

Key Responsibilities

- Processing purchase invoices/credit notes through IFS purchase ledger.
- Matching of purchase orders to invoices where permitted.
- Obtaining copies of proof of delivery from suppliers, matching to invoices, and querying with stores personnel.
- Sorting daily electronic invoices received from suppliers through Readsoft.
- Working to tight month-end deadlines.
- Assisting in processing supplier payments.

- Querying purchase invoices and distributing to relevant persons to resolve.
- Helping complete reconciliation of month end supplier statements to the purchase ledger.
- Dealing with supplier queries.
- Assisting in month end process.
- Setting up new supplier accounts.
- Analysing and processing staff expenses.
- Analysing and processing company credit card transactions.
- Any other duties which may, from time to time, be reasonably required within the role.

Other

- To adhere to CDE policy and practice
- To protect the confidentiality of all information and data held privately
- To carry out any other duties within reason and capability associated with this role

Person Specification – Senior Group Accountant

Criteria	Essential	Desirable
Qualification/ Attainments	• Educated to A-Level or equivalent. • GCSE grade C or above in Maths and English	• Educated to Degree level in a relevant discipline. • IATI qualification or equivalent
Relevant Experience	• Experience in a fast-paced Accounts Payable environment • Proficient in MS Office, especially excel.	• Experience of IFS / similar ERP system • Experience of Readsoft • Experience working in a multi-currency environment.
Special Aptitudes	• Attentive to detail • Strong organisational skills • Able to work under pressure and meet tight deadlines. • Good numerical skills • Strong interpersonal skills • Tact, discretion, and respect for confidentiality • Team player • Dependable and reliable • Enthusiastic self-starter able to work on own initiative.	
Circumstances	• Available to work flexible hours and to travel as necessary. • Clearance to work in UK • Current driving licence	

CDE are a global company and welcome applicants from all countries and backgrounds.

Desirable criteria may be used for shortlisting. The Company reserves the right to vary criteria at the shortlisting stage.