

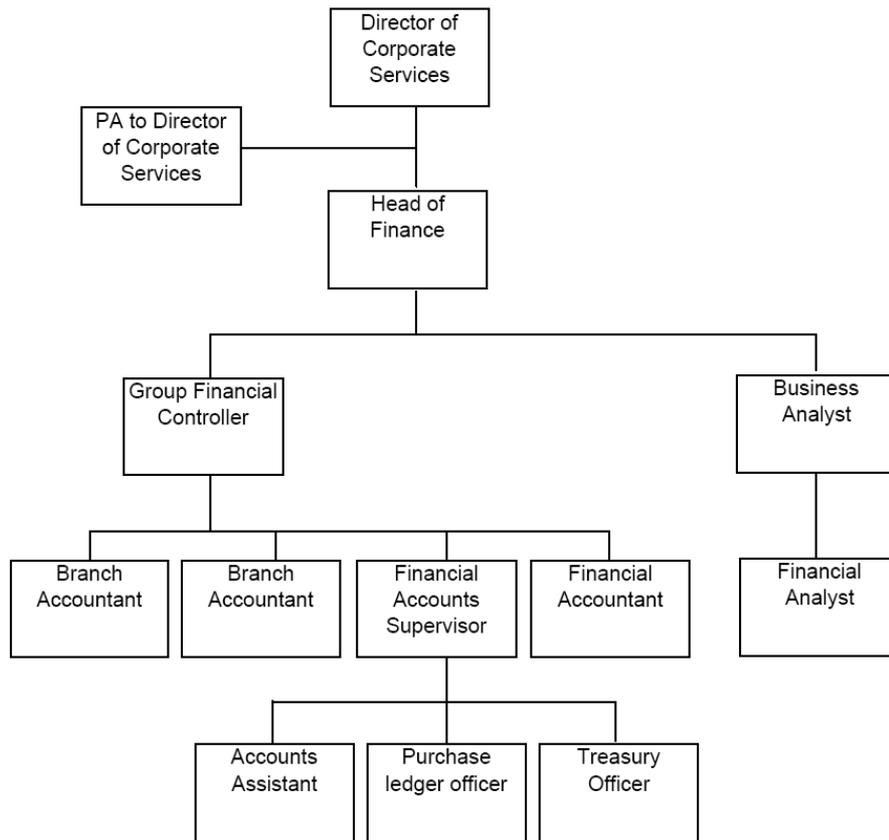


Job Description – Purchase Ledger officer

Job Title:	Purchase ledger officer
Salary and Pay Band:	C3 - £23,073- £24,572
Hours:	35
Job Holder:	Vacant
Team (Directorate/ Nation):	Finance (Corporate Services)
Location:	MSNC, 372 Edgware Road, London
Manager:	Accounts operations supervisor

Part 1: JOB PROFILE

- 1 MAIN PURPOSE OF JOB:**
To administer the purchase ledger and ensure that Society's outward payments are made in accordance with appropriate timescales and within relevant payment terms.
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2 POSITION IN ORGANISATION:

The post holder works closely with the Accounts Operations Supervisor and accounts assistant and will also liaise with the:

- Directors, treasurers and budget holders, cheque signatories.
- External suppliers.
- Staff throughout the MS Society.
- Volunteers.

3 SCOPE OF JOB:

- Checking/posting invoices with accuracy.
 - Organising payments to suppliers on a timely basis.
 - First point of contact for purchase ledger queries.
 - Efficiency of the purchase ledger function.
 - Filing systems.
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4 DECISION MAKING AUTHORITY:

Able to make decisions with respect to prioritising workload, dealing with e-mails, communicating with suppliers, soliciting information from suppliers and with filing systems.

5 QUALIFICATIONS AND EXPERIENCE**Qualifications**

- Qualified to at least 'A' level standard.

Experience

- Have worked in a purchase ledger section before in a similar organisation.
- Experience in Value Added Tax

Knowledge and Skills

- Will need to demonstrate that they have an understanding of how a purchase ledger section works.
- Have used a purchase ledger module within a standard financial accounting package.
- Good IT skills using all Microsoft packages.
- Attention to detail and accuracy skills
- Excellent Numeracy skills

General Attributes

- Excellent communication skills and the ability to communicate financial issues with non-finance professionals and volunteers.
 - Problem solving ability.
 - Strong team player.
 - Excellent interpersonal skills.
 - Good planning and organisational skills.
 - Prioritise workload and meet strict deadlines.
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Part 2: MAIN DUTIES & KEY RESPONSIBILITIES

1. **Checking/posting invoices with accuracy** **40%**
 - Ensure all invoices, expense claims and other payment requests are checked with reference to Society guidelines and are duly signed off by budget holders and entered onto financial accounting software promptly and accurately.
 - Ensure all invoices are received from bona-fide suppliers, are correctly calculated (including VAT) and sufficiently detailed and meet standard set out in purchase ledger procedures.
 - Perform an initial check on the coding of purchase invoices and expenses.
 - Ensure invoices are received, approved and processed for direct bank payments (i.e. direct debits, CHAPS payments and similar payments).
 - Check to ensure that budget holders only approve invoices within the limits granted to them.
 - Follow up disputed invoices with budget holders and suppliers and ensure disputes are resolved in the best interests of the Society.
 - Reconcile supplier statements monthly.

2. **Organising payments to suppliers on a timely basis** **40%**
 - Ensure payments are made only after they are properly authorised.
 - Pay suppliers in the most cost efficient way.
 - Ensure urgent payments are made quickly and efficiently and after proper approval has been obtained.
 - Ensure all outstanding invoices are processed before purchase ledger close down dates.
 - Ensure budget-holders are aware of purchase ledger close down dates and the last date invoices can be received to be included in a payment run.
 - Ensure direct debit, CHAPS payments and similar payments are processed within 3 working days of appearing on the bank statement.

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3. **First point of contact for purchase ledger queries** **5%**
 - To deal with disputes promptly from suppliers, keeping the budget holder informed.
 - To produce reports for budget holders on an ad-hoc basis.

4. **Efficiency of the purchase ledger function** **5%**
 - Meet key performance indicator targets for purchase ledger.
 - Consider ways to make the purchase ledger function more efficient.
 - Liaise with external and internal audit.

5. **Filing Systems** **10%**
 - Manage the filing systems efficiently filing all the invoices and payments in the most appropriate manner and where it is easily accessible/available for senior management, suppliers, auditors or other related parties.
 - Arrange the archiving of purchase ledger documents in line with statutory requirements.

Other Duties

These duties will be applicable to some posts. (Please delete/amend those which are not relevant for this role.)

- The post holder should be prepared to attend MS Society meetings in different parts of the country including MS National Centre. Some meetings may be during evenings or weekends.

Mandatory Criteria: All job descriptions must include the following criteria;

1. The following is a standard paragraph to be included in all job descriptions:



Multiple Sclerosis Society

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The post holder will be working in a developing environment and he/she will therefore be expected to undertake other appropriate duties as required for the effective operation of the MS Society.

2. Health and Safety:

Responsibility for health and safety in the area under his/her control and ensure that he/she is familiar with the Society's policy statement on health and safety at work.

3. Equality and Diversity:

(For all post)

- Respect the unique contribution of every individual and work positively in an equal opportunity and diverse environment

Job Holder's
signature

Date:

Print Name:

Line Manager's
Signature

Date:

Print Name: