



**Job Title:** Purchase Ledger Clerk

**Location:** 250 Euston Road

**Reporting to:** Group Accountant

**Accountable to:** Kiri Walsh

**Overall Job Purpose:** All aspects of purchase ledger work

### **Main Duties:**

To include, but not be restricted to, the following:

- Obtaining approval of invoices from heads of department on a timely basis
- Processing invoices through the accounting software, up to 300 per month
- Reconcile supplier statements on a regular basis and clear queries arising therefrom
- Processing payment runs on bacs and manual cheques
- Reconciliation of intercompany balances in foreign currencies
- Analysis and posting of monthly credit cards from across the company
- Reconciliation of purchase ledger to general ledger at month end for various entities
- Preparation of accruals for standard charges not yet invoiced at month end
- General admin as required

## **General Duties**

To become familiar with the day to day organisation of the department as it affects your work. You should be aware of the functions of other members of staff in the department as they affect your work.

To be fully familiar with the finance IT system and its appropriate utilisation in the discharge of your duties.

To undertake such work as you are assigned in a careful and efficient way and in compliance with CPA guidelines. You will be trained for the work that you are expected to perform. Do not attempt any work unless you are confident you can carry it out properly.

To communicate in a friendly, helpful and non-prejudicial manner in your dealings with staff, clients and/or customers as you will be regarded as a representative of your staff and department as well as the Company, and you should behave accordingly. Matters regarding patients and your staff are confidential and must not be discussed except in the course of your duties. You will be expected to sign an undertaking to observe all patient and company confidentiality.

To be aware of and abide by the rules and codes of conduct of the department. This is particularly important in the case of Health & Safety and Fire procedures. To behave in a professional manner and co-operate with all other members of staff at all times.

Staff will participate in the Annual Joint Review procedure, and this job description will be reviewed as part of the Annual Joint Review procedure.

To work flexible hours according to the Department requirements, as decided by Management.

To attend meetings, training sessions and departmental audits as required.

To maintain the highest standards of quality within the department at all times.

Other duties as specified by the Group Accountant/ Group Financial Controller.

## Person Specification

Attributes	Requirements	Method of Assessment
<b>Qualifications</b>	Foundation level AAT as a minimum requirement	Application form, interview and sight of qualification certificates
<b>Experience</b>	Experience of working within a purchase ledger team for at least 2 years (recently) Working knowledge of MS dynamics and vision would be advantageous	Application form, interview and references.
<b>Practical and intellectual skills</b>	Excellent written and verbal communication skills. Ability to work on own initiative and as part of a team. Numeratorate. Highly skilled in use of Microsoft Office: particularly lookups and pivot tables (working knowledge)	Application form and interview.
<b>Disposition / Adjustment / Attitude</b>	Flexible, highly motivated, effective team player; methodical, ability to understand and meet targets and deadlines, able to learn and assimilate new information.	Interview and references.
<b>Additional Circumstances</b>	Commitment to working the hours required to fulfil the job, including flexibility of working.	

**This job description is subject to amendment in response to the changing needs of the department and company requirements.**

**This job description will be reviewed as part of the Annual Joint Review.**

I have read and understood and agree with this job description and confirm that I have been provided with a copy for my own records.

Employee: .....Signed: .....

Date: .....

Manager:..... Signed:.....

Date: .....