Job Description – Purchase Ledger Assistant

Job Title : Purchase Ledger Assistant

Reporting to : Financial Controller

Hours of work: 37.5 hours per week between 08:00am and 5:00pm with a degree of flexibility required to meet the demands of the business.

Purpose of Role:
To deliver the full range of Purchase Ledger duties for our suppliers.
To provide support to the Financial Controller with accounting duties and analysis work.

Main Duties And Responsibilities:
• To post all supplier invoices to the ledger on our Access Dimensions software, ensuring they are matched to purchase orders where applicable and coded to the correct nominal ledger code and supplier account.
• Produce the monthly payment run ensuring all payments are made on the due dates and for the correct amounts. Update and allocate all the payments to the ledger in a timely manner.
• Complete the monthly payment schedule for our Category A and B suppliers identifying the amounts due and the payment dates for accurate cash flow planning.
• Complete monthly statement reconciliations for all the Category A and B suppliers by the deadline set.
• Timely identification and resolution of queries involving liaison by phone or written communication with internal staff and external suppliers.
• Create new supplier accounts ensuring all relevant information is entered on the supplier record including the bank details for payment and payment terms.
• Keep a tracking spreadsheet of all invoices sent out for authorization and to ensure they are returned and posted to the account within a 48 hour turnaround period.

•Carry out an audit check of all invoices posted to the ledger to ensure they are posted accurately.
• Check and process expenses claims from our internal staff.
• To control and reconcile the petty cash tin ensuring all vouchers are received and signed.
• To assist with preparing for the Year End Audit and to liaise with the Auditors.
• To complete Internal Audit checks within the department and other functions of the business.
• Review current processes and suggest improvements to increase efficiencies and improve working practices.
• To be professional and show commercial acumen at all times.
• Any other duties as allocated by the Financial Controller or Finance Director.

Key Skills / Attributes:
• Relevant experience in a Purchase Ledger role
• Effective written and verbal communication
• Good attention to detail
• Able to prioritise and organise work load
• Problem solving
• Commercial and business awareness
• Numerate and literate
• Excellent IT skills in Excel/Word/Outlook