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# JOB DESCRIPTION

<b>Job Title</b>	Purchase Ledger Assistant
<b>Department / Code</b>	Finance / BFI
<b>Responsible To</b>	Senior Financial Accounting & Reporting Manager

## Main Duties and Responsibilities

### INVOICES

- Responsible for the full purchase ledger cycle for a number of companies within the group.
- Processing and coding of invoices and credit notes.
- Matching of invoices to purchase orders (POs).
- Liaising with managers across the business to ensure that POs are raised and authorised.
- Act as the primary point of contact for suppliers, ensuring that all queries are dealt with promptly and efficiently and that the turnaround between receipt and payment of invoices is kept to a minimum, in order that our corporate image and high standards are maintained.

### PAYMENTS

- Shared responsibility for multi-currency supplier payments through BACS, CHAPS, and telegraphic transfers, ensuring payments are made on time.
- Preparation and upload of bulk payment runs (BACS, SEPA, CHAPS, WIRE) through online banking system.
- Inputting of manual payments into online banking system.

### EXPENSES AND PER DIEMS

- Reviewing expense and per diem claims, ensuring that they are paid correctly and on time.
- Liaising with staff and management to deal with any queries arising from claims.
- Advising staff of expense and per diem payments made.

### CREDIT CARDS

- Reviewing credit card statements and liaising with cardholders to obtain all relevant receipts and authorisations in support of the statements.

### ADMIN

- Ensuring that electronic filing of supplier invoices and statements is kept up to date and is accurate.

- Monitoring of Purchase ledger email inbox for new invoices.
- Merging of documents (e.g. invoices, POs, email approvals) into single pdf document
- Downloading and saving invoices into relevant folders.
- Checking supplier statements.
- Investigating and answering queries on invoices or payments from suppliers and managers within the business.
- Completing and documenting verification process for supplier bank detail changes

#### OTHER

- Complete all mandatory training within specified timelines.
- Operate safely at all times in line with Company health and safety requirements.
- Undertake other duties within your capabilities as your manager may assign to you from time to time.



## Person Specification

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>At least 2 years' experience of working in a purchase ledger department. More would be preferable.</li> </ul>	
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>Computer literate.</li> <li>Good Excel skills are necessary.</li> <li>Good MS Outlook skills.</li> <li>Good Adobe skills (incl. merging) are essential.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of using Epicor software would be advantageous.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Methodical and conscientious approach to work.</li> <li>Strong attention to detail.</li> <li>A team player.</li> <li>Adaptable to a changing environment.</li> <li>Excellent communication skills and the ability to build relationships at all levels, including with senior management and directors.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>Stable employment history must be demonstrated.</li> </ul>	<ul style="list-style-type: none"> <li>The position is based in Biggin Hill, Kent. Ideally, the candidate needs to have their own transport and live within an hour's commute of Biggin Hill.</li> </ul>