



Purchase Ledger Assistant

job description



the finer details

Which site am I based at?

Acorn House

Which team am I a part of?

Shared Services

Who do I report to?

Purchase Ledger Supervisor

Who do I look after?

N/A

Do you have responsibility for a budget?

No

the purpose of your role

Reporting into the Purchase Ledger Supervisor, you look after all aspects of your section of the purchase ledger accounts (including stock suppliers, non-stock suppliers and retailers where relevant).

You match, post and pay all invoices within your section of the purchase ledger in a timely and accurate manner, ensuring all creditor balances are fairly stated.

You produce monthly supplier statement reconciliations to ensure all creditor balances are accurately stated.

Key responsibilities:

- ♥ Register and input non-stock and stock invoices onto the Dynamics system for a selection of suppliers as directed by the Purchase Ledger Supervisor.
- ♥ Match all stock and non-stock invoices to purchase orders or goods received notes as appropriate, and solve invoice or supplier queries in an efficient and timely manner.
- ♥ Register and post all approved retailer invoices (where relevant) and journal the invoices into the retailer contra account ready for deduction by the Customer.
- ♥ Generate weekly/monthly supplier payments and match those payments to invoices on the suppliers' accounts.
- ♥ Reconcile the monthly supplier balances to statements received for all major suppliers (particularly large raw material and packaging suppliers).
- ♥ Develop understanding of the specialist category of supplier, and work alongside the key stakeholders from departments like Procurement and Replenishment to ensure efficient processing
- ♥ Assist other members of the purchase ledger with their workload on completion of your own objectives and take on other suppliers as required by the Purchase Ledger Supervisor.
- ♥ Post supplier invoices for other group companies and carry out all administration required of the role.
- ♥ Assist in the preparation of purchase ledger related information for the year-end audit file and respond to auditor queries during the audit visit.
- ♥ Ensure all company purchase ledger processes are complied with and implement process improvements where required.
- ♥ Assist in the daily post rota to open, sort and distribute the post for the Shared Services department.
- ♥ Respond to purchasing queries raised by site teams and action or redirect as appropriate.

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qualifications & experience

Essential:

- ♥ Purchase ledger experience within a busy finance environment
- ♥ Ability to work as part of a team within a fast-moving business
- ♥ Possess good numeracy and literacy skills
- ♥ Committed to meeting deadlines whilst maintaining accuracy
- ♥ Possess a positive attitude, open to change
- ♥ Great telephone manner and willingness to help

Desirable:

- ♥ Experience of Microsoft Dynamics

what good looks like for this role

Finance Position

Level 1

Understand the impact of business decisions on our P&L, balance sheet and cash flow.

Governance & Risk Management

Level 2

Stewardship of an integrated and effective system of governance, risk management, and internal control to ensure that our operating environment supports sustainable organisational success.

Strategic Decision Support & Economic Evaluation

Level 0

Production of robust data analysis and investment appraisal techniques to provide timely, accurate and complete insights to support strategic evidence-based decision making.

Forecasting & Budgeting

Level 0

An understanding of IT security challenges and risks, and knowledge of IT security technologies and techniques to mitigate risks. Types of security include data security, application security, information security and infrastructure security.

Technical Expertise

Level 2

Knowledge and understanding of, and ensures compliance with, a set of generally accepted accounting principles and any other applicable legislation in the preparation of financial information to ensure that our published results give a true and fair view of both our performance and by implication management's stewardship of the company's resources. Effective tax and treasury guidance to minimise our liabilities, provide insights for cash management planning and free up cash for the business to use for growth opportunities.

Process Excellence

Level 2

Ensure process excellence in our ways of working, including transaction processing, query resolution and systems expertise.

HR use

Date of last review:

Job reference no:

Job level:

Job family:

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