

Purchase Ledger Administrator - Job Description

Role Purpose:

The purchase ledger administrator will maintain accurate and up to date purchase ledger(s), ensure suppliers are paid on time and to ensure all related documents are kept in an effective and disciplined manner.

Key Responsibilities:

- Embrace and role model the desired behaviours to exemplify our Company values, promoting an ethical, positive company culture.
- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), Good Manufacturing Practice (GMP), Data Integrity (DI), quality and best practice requirements.
- To maintain purchase ledger(s), mainly including (but not limited to):
 - Accurately coding invoices with VAT, project, and nominal codes.
 - Processing invoices.
 - Scanning invoices, delivery notes and other documents to be uploaded onto our financial system.
 - Filing documents in a neat, disciplined manner.
- To resolve internal and external customer queries in relation to invoices received. This will involve building and maintaining good relationships especially with our procurement department and suppliers.
- To accurately maintain multiple electronic spread sheets that record, for example, invoices for specific projects, pro-forma invoices and invoices to be goods received.
- To prepare and process payment runs as and when required.
- To reconcile supplier statements to SAGE on a monthly basis.
- To resolve the queries of end users of financial systems in an efficient, helpful, and positive manner.
- To ensure that standard procedures are adhered to and that internal 'How to' guides are kept up to date.
- To process high volume expense forms whilst maintaining a high degree of accuracy
- To process journals onto SAGE 200
- Any other ad-hoc duties required by the Head of Finance.

General

- Develop and maintain effective relationships with key internal and external stakeholders.
- To assist in the development of financial systems, policies and procedures as directed by the Head of Finance to ensure they comply fully with all legal and regulatory requirements and codes of practice/conduct.
- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), quality and best practice requirements.
- Assisting the finance team to meeting deadlines and covering essential roles when required.
- Ensuring the policies, procedures, and practices of the accounting operations
- To keep up to date with developments in all financial areas relevant to role.
- To support the Finance Director and Head of Finance with ad-hoc activities as required.

Purchase Ledger Administrator - Job Description

Direct reports: No direct reports

Person specification

Education / Qualifications:

Essential:	Desirable:
Educated to GCSE level A-C (or equivalent) in Maths and English is essential.	

Competencies and behaviours	
<p style="text-align: center;">Leadership (Core)</p> <ul style="list-style-type: none"> Respects and values our diverse people and the differing talents, skills, and backgrounds that they bring to projects and day-to-day work. Has a positive influence on those they are in contact with. Gains the respect and confidence of colleagues and supports them in achieving their goals and targets. Aligns their behaviours and actions to our PRIDE values, vision, and goals. 	<p style="text-align: center;">Decision Making (Core)</p> <ul style="list-style-type: none"> Within area of expertise recognises, identifies, and defines problems. Generates and evaluates alternatives, draws conclusion, and analyses risk. Takes timely and correct action using established methods to ensure effective solutions are implemented by working as a team and with and focused outcomes to be delivered.
<p style="text-align: center;">Communication (Core)</p> <ul style="list-style-type: none"> Communicates in a clear and concise manner, covering all relevant points in a timely manner. Uses the appropriate route and format to communicate. Confirms understanding of others communication. Asks questions to understand other people's viewpoints, keeping an open mind and embracing new ideas. 	<p style="text-align: center;">Developing self and others (Core)</p> <ul style="list-style-type: none"> Knows own career aspirations and clearly communicates them to relevant colleagues whilst actively working to achieve goals. Sets personal development goals and deploys strengths to achieve them. Takes responsibility for one's own performance and actions and invites and incorporates feedback from a variety of sources. Regularly reflects on own capabilities to identify development priorities.
<p style="text-align: center;">Collaboration (Core)</p> <ul style="list-style-type: none"> Establishes effective working relationships with other colleagues. Builds and maintains a network of internal and external contacts. Actively seeks, values, and incorporates different views and ideas to broaden 	<p style="text-align: center;">Delivery (Core)</p> <ul style="list-style-type: none"> Plans, prioritises, and leads own area of work to deliver specified and agreed outcomes (time and standard). Accurately scopes out length and difficulty of tasks, and repeatedly

Purchase Ledger Administrator - Job Description

their prospective, embracing differing perspectives and unconventional ideas.

estimates correct amount of time needed for tasks.

- Refers to lessons learnt from other projects/ tasks with related scope.
- Acts with minimal supervision or direction by being purposely empowered to make decisions when needed.
- Pays attention to detail and delivers accurate and high-quality outputs.

Knowledge and Experience:

Essential:	Desirable:
<p>Possess a conscientious, methodical, and diligent approach.</p> <p>Experience of Microsoft Office software including Excel and Word</p> <p>Strong personal commitment to internal client service excellence.</p> <p>Excellent planning and time management skills.</p> <p>Experience of maintaining consistent, high standards of accuracy and handling operational details.</p>	<p>Practical experience of the use of SAGE accounting software.</p> <p>Experience of working in a purchase ledger function.</p>