

JOB DESCRIPTION

| JOB INFORMATION | |
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| Job Title: | Interim Purchase Ledger Assistant |
| Department: | Finance |
| Site: | Advantage House, Rotherham |
| Working Hours: | 8:30am – 5:00pm |

| POSITION IN THE ORGANISATION | |
|------------------------------|------------------------|
| Reports to: | Finance Manager |
| Responsible for: | n/a |

| OVERALL PURPOSE OF JOB |
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| <ul style="list-style-type: none"> • The Purchase Ledger Assistant will work with the Purchase Ledger Controller to take responsibility for ensuring the completeness and financial integrity of the purchase ledger. • The post holder will work collaboratively with the business along with counterparts from external partners, to ensure efficient and timely processing and payment of purchase ledger invoices. |

| GENERAL DESCRIPTION – TASK RELATED |
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| <ul style="list-style-type: none"> • Responsible for the following: <ul style="list-style-type: none"> • Log purchase invoices within the scanning software and send to Bottomline for processing • Processing of purchase ledger invoices, ensuring correct coding to the ledger • Responsible for all non-PO invoices, ensuring coding templates are set up and invoices are processed and paid on a timely basis • Posting invoices to the correct Purchase Order • Ensuring Purchase Order limits are not exceeded • Responsibility for a small number of key accounts • Assis with purchase ledger queries • Liaise with asset and project managers across the business to ensure all invoice approvals are obtained and processed in a timely manner • Point of contact for all supplier queries • Attend and participate in month end meetings to review aged creditors and supplier accounts • Assist with sales ledger and cash postings during periods of annual leave |

| QUALIFICATIONS: |
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| <ul style="list-style-type: none"> • Qualified by experience |

SKILLS & EXPERIENCE:

- Previous experience working with high volume of invoices/transactions essential
- Good knowledge of Microsoft Dynamics desirable
- High level of accuracy
- Excellent attention to detail
- Good communication skills