



**Job Title:** Accounts Assistant – Purchase Ledger

**Reporting to:** Accounts Supervisor

**Purpose of the Role:**

The business operates in a high transaction environment with frequent payment runs to numerous large, and multiple small carriers supplying services. Strong control of the purchase ledger is therefore essential to ensure that services are uninterrupted and strong supplier relationships are maintained by timely and accurate payments. This must be achieved whilst minimising the businesses exposure to overpayments through regular reconciliations and commercial awareness.

**Key Responsibilities**

- Daily maintenance of the purchase ledger, including accurate allocation of cash, and focus on older balances.
- Management of the purchase invoice email inbox
- Accurate and consistent coding of all entries, including appropriate VAT treatment.
- Reconciliation of small carrier payments to the internal 'Operations System' (PO system) to ensure accurate charges.
- Ensuring costs have been approved matched to a PO in line with policy.
- Resolution of disputes and queries through business partnering with internal departments and suppliers.
- Reconciliation of supplier statements.
- Preparation of weekly payments runs.
- Credit Card - Review and post transactions.
- Any other duties as required

**Performance Standards**

- Maintains a high level of accuracy in all financial processing and data entry
- Able to manage high volumes of transactions whilst maintaining attention to detail and accuracy
- Meets deadlines consistently, particularly around payment runs and reporting cycles
- Demonstrates discretion and confidentiality when handling financial data and sensitive information
- Produces work that is complete and reliable
- Contributes effectively as part of a high-performing team, supporting colleagues when needed
- Proactively identifies and resolves discrepancies, queries, and issues in a timely manner

- Demonstrates reliability and dependability in attendance, workload management, and delivery

#### **Skills & Experience Required**

- Previous experience within a Finance department or a willingness to learn
- AAT qualified or studying (*desirable*)
- Previous experience of using 'NetSuite' financial software an advantage (*desirable*)
- 2 years + experience of working in a high transaction purchase ledger environment (*desirable*)
- A keen eye for detail is essential alongside a talent for problem solving and analysis
- Good Excel skills
- Ability to multitask to meet deadlines
- Ability to work independently and collaboratively within a team environment
- Demonstratable experience of commercial analysis and thinking (*desirable*)

#### **Personal Characteristics**

- Positive attitude.
- Being able to work effectively on your own but also as team player.
- Be approachable and supportive to colleagues when required.