



**Position:** Purchase Ledger Clerk – Part Time (Circa 20 hours)

**Responsible to:** Finance Manager

**Purpose of position:**

To accurately record all products and services purchased by the company in timely manner ensuring that the appropriate authorisations are obtained.

Purchase ledger invoices/credit notes processed are in the region of 400 per month.

**Principle responsibilities**

- Reconciling delivery notes to purchase ledger invoices/credit notes to agree quantities.
- Checking purchase invoices against purchase orders to agree quantities/price & obtaining the relevant authorisation where there are differences.
- Coding invoices/credit notes to correct nominal codes/departments.
- Data entry of invoices/credit notes onto the accounting system efficiently and to meet the payment due date.
- Liaising with suppliers or other members of staff within Amesbury Abbey Group to resolve any queries with invoicing in a timely manner.
- Preparing supplier payment runs with supporting documentation for review by the Finance Manager prior to sending out.
- Emailing out remittance advices.
- Review of supplier accounts to ensure that individual account balances are reasonable and there are no missing invoices, payments, or unreconciled balances.
- Dealing with any purchase ledger queries from internal or external sources.
- Set up new supplier accounts and maintain existing account details within the purchase ledger.
- Filing as/when required, on a timely basis, to ensure that all purchase ledger paperwork is easy to locate.
- To undertake any one off/ad-hoc tasks as/when required.

## **OUR BENEFITS INCLUDE**

- Paid breaks
- Overtime enhancements available
- Long Service Awards
- Company pension scheme
- 25 days holiday pro rata plus bank holidays
- Holiday allowance increases with service
- Free parking
- Free meals
- Free uniform
- Free DBS
- Blue Light Discount Card
- Employee Assistance Programme
- Ongoing training opportunities

## **SHIFTS AVAILABLE**

Hours available: 20 hours per week, ideally worked over a minimum of 4 days per week

Days of work: Days and hours can be flexible and agreed with the successful candidate.

Fixed Term: 12 month fixed term

## **PAY**

£13.00 per hour