

**Purchase Ledger Assistant**

**Job Description**

Reporting to the Purchase Ledger Manager you will be fully accountable for the whole purchase ledger process from invoice receipt, through the approval process to authorisation and payment.

Main duties will include matching and coding invoices, preparing and running BACS payments and reconciling supplier statements. You will provide a professional and efficient service to the finance function, as well as other departments throughout the business.

**Key Responsibilities**

* Matching, checking and coding invoices
* Ensuring accurate entry of invoices and associated VAT
* Making payment to suppliers via BACS
* Reconciliation of supplier statements
* Filing invoices
* Being the first point of contact for all relevant queries
* Building and maintaining strong relationships with both suppliers and colleagues
* Reviewing systems and processes and suggesting improvements where necessary
* Chase up unauthorised invoices and resolve supplier queries
* Assisting with other ad-hoc tasks as requested by management

**The ideal candidate:**

* Excellent communication skills
* Ability to work in a team, as well as using own initiative
* Self-disciplined and efficient, with a flexible and proactive nature
* Knowledge of Excel and other Microsoft packages
* Ability to work to deadlines