

**Purchase Ledger Assistant**

**Job Description**

Reporting to the Purchase Ledger Team Leader you will be responsible for the day to day controls of the 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**

* Accurately process supplier invoices and credit notes
* Ensure proper coding of invoices to the appropriate accounts and cost centres
* Match invoices to purchase orders
* Ensure accurate recording of VAT
* Prepare payment runs by BACS
* Ensure all payments are approved according to company policy
* Maintain up-to-date supplier records and contact information
* Follow the company policy regarding the verification of supplier bank details
* Communicate effectively with suppliers regarding invoice queries/unapproved invoices and payment status
* Develop and maintain good working relationships with suppliers and colleagues
* Review systems and processes suggesting improvements where necessary
* Assisting with other ad-hoc tasks as requested by management

**Key Skills**

* Excellent communication skills, attention to detail and accuracy
* Strong organisational and time-management 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