

Job Description

Job Title: Purchase Ledger Clerk

Responsible To: Assistant Financial Accountant

Location: React House, Spedding Road, Fenton Ind Estate, Stoke on Trent, ST4 2ST

Hours of Duty: 40

Name of Post Holder:

Role Summary:

General purchase ledger and accounting duties.

Key areas of responsibility:

- Managing all aspects of purchase ledger
- Processing invoices including rental (high volume)
- Matching, batching and coding invoices
- Compile BACS run
- Dealing with payment/invoice queries
- Reconciliation of supplier statements
- Issuing purchase order numbers
- General office duties
- Assisting the other members of the department at month end
- Post duties
- Ad-hoc tasks as required by the business from time to time.

General Responsibilities:

- Provide excellent customer communication and administration at all times.
- Prioritise workloads on a day to day basis
- Effectively manage time to ensure workload remains up to date
- Deliver courteous, helpful, and professional interpersonal and telephone manner with all customers, colleagues and suppliers.
- To support all areas of the Finance function, and coordinate interaction with other parts of the business during a period of anticipated sustained growth, ensuring the volume of activity can be serviced throughout.
- Total confidentiality.

Internal Key Relationships:

- Prohire Group Employees

External Key Relationships:

- Customers
- Suppliers
- Banks/Finance Companies

Purchase Ledger
Person Specification

Requirements	Essential	Desirable
Education, qualifications, and experience	<ul style="list-style-type: none"> • Experience of working in a similar role. 	<ul style="list-style-type: none"> • AAT Level 4
Skills, ability, and knowledge	<ul style="list-style-type: none"> • Good IT skills (Word, Excel, PowerPoint etc.) • Excellent interpersonal and communication skills. • Ability to develop good working relationships with employees on all levels. • Excellent management of time 	<ul style="list-style-type: none"> •
Personal Qualities	<ul style="list-style-type: none"> • Flexible and adaptable to the needs to the department, and to the wider business. • Calm under pressure • Good attention to detail 	

Signed:
 (Post Holder)

Date:

Signed:
 (Line Manager)

Date: