

Role Profile Form	
Position Title:	Purchase Ledger Clerk
Reports To:	Finance Manager
Overall Job Purpose:	Manage all aspects of the stock and freight purchase ledger function
Key Responsibilities:	<p>Ensure that high volumes of multi currency invoices are matched against Purchase orders, processed and electronically filed.</p> <ul style="list-style-type: none"> • Deal with queries promptly • Follow up missing invoices on GRNI and FRNI. • Reconcile accounts to Supplier statements. • Submit weekly payment runs. <p>Assist in the management of Concur, the online expense system</p> <p>Provide holiday cover for other members of the ledger team</p> <p>Other ad hoc tasks</p>
Qualifications	<p>Desirable</p> <ul style="list-style-type: none"> • Graduate/AAT qualification or equivalent (part qualified)
Experience:	<p>Essential</p> <ul style="list-style-type: none"> • Knowledge of double entry accounting • Basic knowledge of Excel • Ability to produce a reconciliation
	<p>Desirable</p> <ul style="list-style-type: none"> • Competent in all Microsoft packages especially Excel (Lookups, Pivot Tables, SUMIFS) • Experience in Microsoft AX 2012 • Experience in DLX (Document Logistics)
Personal Qualities and Skills:	<ul style="list-style-type: none"> • Attention to detail and accuracy skills • Able to manage a variety of tasks and make decisions with respect to prioritising workload • Good communicating skills with internal and external stakeholders • Proactive and positive approach
Remuneration:	Competitive plus excellent benefits package
Reviewed	October 19