

## **Office Assistant - Purchase Ledger Clerk - Reporting to Finance Manager.**

A temp to perm vacancy is available for an initial 9 months maternity cover within our finance team. The ideal candidate will have Purchase Ledger experience, knowledge of Sage Line 50 and be used to a fast paced environment. We are looking for a candidate who can hit the ground running who will thrive in a varied role.

### **Purpose of Role**

To support the Finance Manager, to assist in the smooth running of the finance office and to be the first point of contact for all visitors into the business in a professional and responsible manner.

### **Key Activities**

- Following and maintaining the company processes
- To support the Finance Manager and the rest of the business in the day to day running of the company
- Purchase ledger processing
- Meeting and greeting all visitors to the building

### **Purchase Ledger**

You will have responsibility for the purchase ledger including;

- Inputting invoices in Sage
- Reconciling supplier statements
- Answering and escalating supplier queries
- Assisting with monthly payment run
- Raising orders according to the internal Purchase Order Requisition process.
- Sourcing quotations and monitoring costing
- Reconciling credit card expenses
- Processing monthly employee expenses
- Taking receipt - checking in goods received

### **Day to Day Duties**

- Assisting the management team in daily duties
- Ensuring all visitors are greeted in a professional manner
- Opening and sorting daily post, forwarding to relevant departments and actioning as necessary.
- Building Maintenance – booking in repairs, monitoring contract renewals
- Maintenance of filing systems.
- Booking hotels, flights and travel arrangements for all employees according to the company policies.
- Maintaining and auditing stock levels of customer equipment
- Obtaining pricing for external purchasing in accordance with processes