

## Job Description

**Job title:** Purchase Ledger Lead  
**Reports to:** Head of Finance  
**Responsible for:** None

### 1. Main purpose of job

Manage the day-to-day running of the Purchase Ledger ensuring that all invoices, employee expense claims and payment runs are processed in an accurate, timely and efficient manner. Providing all budget holders with the information they need to monitor expenditure effectively. Identifying improvements to processes and successfully implementing procedural change. The successful candidate will have experience working in a sole purchase ledger position and will be confident processing high volumes of invoices on a weekly basis, be highly organised, reliable and able to use their own initiative to resolve any queries that may arise.

### Main duties/responsibilities

- Responsible for determining and applying the correct accounting treatment to expenditure transactions, and posting these into the appropriate financial ledgers. This includes considering VAT treatment and type of expenditure (opex, capex, restricted or unrestricted).
- Responsible for ensuring that the coding of invoices is consistent with the information requested by the wider finance team or other users of the data including budget holders.
- Ensuring all invoices are authorised by relevant departments in line with the EAAA approval limits, taking ownership of and resolving any queries.
- Liaise with suppliers & managers over queries about invoices, coding and payment of invoices. Identifying any changes in pricing from Suppliers - providing advice & guidance as required.
- Ensure any new suppliers or changes to supplier details are verified before changes are made to the accounting system to mitigate the risk of fraud.
- Daily monitoring and action of the purchase ledger mailbox.

- Analysis and reconciliation of credit card statements, management of supporting documentation and posting of expenses.
- Generate the BACS payment listing and check for accuracy and completeness, providing analysis/supporting evidence of payments to be made as needed.
- Monitor the available cash and ensure sufficient cash is available to make payment runs in line with EAAA's payment schedule, notifying the Head of Finance in good time where corrective action needs to be taken.
- Manage scheduled BACS payments liaising with EXT (Leadership Team ) being responsible for paying suppliers on time. Posting and allocating payments and producing remittance advice, providing backup of all purchase payments and completing bank reconciliations.
- Working with the team to achieve an accurate and timely month end closure. This includes effective management of Aged Creditors and providing back up for prepayments, accruals and the fixed asset register.
- Responsible for reviewing all purchase ledger records, providing supporting documentation and reconciliations for the annual Audit.
- Review & update where appropriate all Purchase Ledger process notes.
- Review and update the existing Purchase Order process across departments with an ongoing focus on continuous improvement. Responsible for any process changes being communicated and rolled out.
- General analysis & costings as required by the finance team & budget holders.

## **2. General duties/responsibilities**

- From time to time, the post holder may be required to work at any of the Charity's sites in line with organisational needs.
- All staff must ensure confidentiality and security of information dealt with in the course of performing their duties. They must comply with and keep up to date with Charity policies and legislation on confidentiality, data protection, freedom of information and computer misuse.
- All staff are required to adhere to and act consistently with all relevant health and safety legislation and Charity policies and procedures in order to ensure that their own and the health, safety and security of others is maintained.
- Staff will actively promote the Charity's commitment to equality and diversity by treating everyone with dignity and respect.
- All employees should take a proactive approach to personal development in order to ensure that skillsets are aligned to the demands of the role as it evolves and develops to meet the organisation's changing needs.

- All employees have a responsibility for protecting, safeguarding and promoting the welfare of children and vulnerable adults.
- It is the responsibility of all employees to conduct all business in an honest and ethical manner.
- Staff should uphold and demonstrate the Charity's values (respectfulness, accountability, integrity, support and evolution).
- All staff should be aware of their responsibilities to protect the reputation of the charity e.g. social media and behaviour.
- Reporting incidents via the Datix system as part of an open and fair culture.
- Staff should be willing to undertake any activity as deemed appropriate by the charity that is in line with skills, experience and knowledge.

### 3. Person specification

<b>Education and qualifications</b>	
Essential	Desirable
5 GCSE's or equivalent ( what is our standard )	AAT Part Qualified or Equivalent
<b>Experience</b>	
Essential	Desirable
Strong Purchase Ledger skills, having already worked in a fast paced Accounts Payable function previously and can demonstrate working knowledge of end to end Purchase Ledger	Implementation of Purchase Ledger Systems such as a Purchase Ordering System
Experienced working in a financial control environment and able to demonstrate understanding of accounting issues. Able to apply experience in making decisions over the correct accounting treatment of expenditure items, including awareness of VAT, capital and operational expenditure.	Experience of working within the third sector
<b>Knowledge and skills</b>	
Essential	Desirable
IT literate with good office and administration skills	

Working knowledge of Microsoft Office suite of software, competent Excel user	Sage 50 accounting software
Excellent attention to detail with a problem solving nature	Studying for an accounting qualification or a willingness to commence vocational training
Team working skills and the ability to work alongside different people	
Good communicator who can build and maintain strong and effective relationships with colleagues and external contacts	
<b>Personal Attributes</b>	
Essential	Desirable
Flexible approach to workload and tasks	
Ability to work to strict deadlines and timescales	
Confident, diplomatic and courteous	