



Job Description

Title	Purchase Ledger Administrator
Short description	Purchase Ledger Tasks / Maternity Cover
Company	Agricultural Sales/Service/Maintenance
Base	Launceston
Reporting To	Finance Manager
Salary	£9.37 per hour depending on experience

Job purpose

To maintain the Purchase Ledger, ensuring that it is accurate & kept up to date.

To provide minimum of 20 hours per week in the mornings, for a small team as Maternity Cover from approximately end of September 2020. The hours are difficult to determine and may expand during the season.

Key tasks

1. Plan and prioritise workload, ensuring that all deadlines are achieved.
2. Accurately process all information and pass on to relevant area if required.
3. Understand all procedures held within the department.
4. Communicate effectively, both verbally and in writing, with all external suppliers – clear and concise letters and emails etc.
5. Liaise with all relevant areas ensuring key information is passed on quickly, and everyone is kept informed of progress.
6. Proactively keep up to date files and records.
7. Ensure suppliers are paid on time and correctly.
8. High level of accuracy required when scanning/processing invoices, credit notes etc to ensure that they are entered onto the correct cost centre code and sent to the correct approvers.



9. Process expenses.
10. Initiate weekly payment runs, check reports for accuracy and prepare for authorization, send payment runs via BACS or online.
11. Check supplier statements, request copies of invoices not appearing on the business system.
12. Ensure the Purchase Ledger balances at month end are accurately produced and month end reports/journals according to business procedures at month end.

KNOWLEDGE & SKILLS:

- * Purchase Ledger Experience
- * Numerate/Literate.
- * Keyboard Skills.
- * Computer Literate.

KEY PERFORMANCE INDICATORS:

- * Specific KPI's relevant to Purchase Ledger.
- * Accuracy of the Purchase Ledger.

DIMENSIONS

- * Deals with lots of items at any one time.
- * Able to work on own initiative.

BEHAVIOURS/DEVELOPMENT CRITERIA:

- * Team working.
- * Problem solving.

Personal appraisal

- A set number of hours, but some flexibility to deal with seasonal fluctuations.
- Ability to manage your own working hours within the team.
- Good communicator
- Open and friendly personality within a busy environment.
- Happy to work perhaps other days on occasions to cover holiday and sickness, but not essential to flex up hours if other commitments.
- 20 hours per week minimum.
- Would like to train further within the business or take an NVQ.



Salary and Working hours

- £9.37 per hour. (£19,000pa pro-rata part time).
- Paid Annual Leave 20 working days pro-rata part time hours.
- HOURS 20 minimum – more if desired and can be accommodated.
- Parking at the premises.

Training

Full training is given by the company, for certain tasks. Current post holder will be in place to train a new recruit.

How to apply?

For an application form and job description please contact **Angela Stuart** at **A S Recruiting Ltd** via email angela@asrecruiting.co.uk or Telephone on **01579 370488** or **07747 022148**.

Please quote Job Reference Number **AS/4589**

Closing date for application

25th September 2020

Interviews with the agency, week commencing, Monday, 21st Sept 2020 and an interview will be in the format of a visit with the client, following interview with the agency.



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