

Job description - Purchase Ledger Clerk (PB7)

Job summary

As the Purchase Ledger Clerk you will provide a support service for the district operations. Your role within the district finance team, will be a purchase ledger specialist. You will accurately process financial transactions, in accordance with agreed timescales, whilst ensuring Policy and Procedures are followed at all times. You will liaise with members of the public, colleagues and contractors, collating information gathered.

Key responsibilities & accountabilities

- monitoring and prioritising the finance email account.
 - in accordance with Forest England financial procedures and policies, processing of invoices received: posting to the finance system; ensuring accurate coding and VAT treatment, matching to purchase orders; forwarding to budget holders for approval.
 - processing invoices for payment within 3 days of receipt of authorisation.
 - reconciling supplier statements.
 - creating new supplier accounts when requested following Policy and Procedure.
 - responding to any supplier queries promptly and professionally.
 - liaising with district colleagues, customers, suppliers, and national office colleagues, always ensuring a high level of customer service.
 - to provide other administration and financial support for the wider team, as and when required.
- To complete any other tasks, reasonably requested by your line manager.

Skills, knowledge & experience

Essential professional and technical experience

- some prior experience of bookkeeping or purchase ledger would be an advantage.
- team working and customer centric approach.
- ability to prioritise and adhere to monthly finance timetables.
- aptitude for IT including excel, and finance systems.
- willingness to learn.

Qualifications

Essential

- GCSE in Maths and English or functional skills equivalent.

Desirable

- prior experience in a similar role.