

## PURCHASE LEDGER ASSISTANT

<b>Job Title:</b>	Purchase Ledger Assistant
<b>Department:</b>	Finance
<b>Reporting to:</b>	Purchase Ledger Manager
<b>Responsible for (staff):</b>	N/A
<b>Location:</b>	Upminster
<b>General Purpose of Role:</b>	The Purchase Ledger Assistant will be responsible for the accurate and timely processing of all purchase ledger invoices.

## ACCOUNTABILITIES

- Ensuring all processes and procedures are correctly followed in the processing of all invoices
- Ensuring the completion of tasks in accordance with the work and task planner
- Ensuring all payment runs are available for review at agreed times
- Ensuring all payments are properly authorised and queried items are not paid until resolved
- Ensuring all suppliers are subject to supplier statement reconciliations as per the agreed schedule
- Providing ad-hoc management information and reports upon request
- Constantly looking for ways to improve the processes

## KNOWLEDGE AND SKILLS

### Specific Qualifications:

- Studying towards an accountancy accreditation
- IT skills – Intermediate Excel, SUN, INFOR

### Experience

- Proven experience of working to demanding deadlines
- Experience of working within a purchase ledger department

### Knowledge

- Proven experience within a similar role and experience of working within a Purchase Ledger department is essential.

## Skills Competence

- The post holder must be able to work flexibly, as determined by business requirements.
- Must be able to work under pressure or in a busy environment and adapt to changing demands.
- Must have at least an intermediate understanding of Microsoft Excel.

## VALUES & BEHAVIOURS

### Do it **SIMPLY**:

- Improve every day – provide sustainable, workable and lasting solutions to challenges
- Strive for efficiency – work in an uncomplicated manner, using language and terminology that can be understood by all

### Do it **WELL**:

- Act safely and responsibly – safety first and at the forefront of everything you do
- Excel at customer service – find solutions that meet, where possible exceed expectations

### Do it **WITH PASSION**:

- Perform with pride and purpose – act as a positive role model to others
- Value each other – be open and transparent and respect the views of others

## OTHER FACTORS

- The post holder must be able to work flexibly, as determined by business requirements this may involve travelling to other Arcus offices or client's premises
- This position will involve working weekends on a rota basis
- Due to this role being field-based / mobile having a UK driving licence is essential
- You will be on call a maximum of 1 in 3 weeks. Callout is for one week, commencing at 17:00 on a Friday. Callout responsibility commences daily at 17:00 during the week you are on call