

Purchase Ledger Administrator

Department: Finance
Reports to: EVP – Accounting and Finance
Location: Wetherby
Hours: 37.5 hours per week

Summary

To provide purchase ledger and other financial administrative support working closely with the finance team and the rest of UK the business.

Primary responsibilities and accountabilities

Purchase invoice processing and ledger management

- Process invoices for the UK companies in the purchasing systems P2P and Query desk, chasing missing orders where appropriate.
- Regularly review any unprocessed purchase invoices in the purchasing systems.
- Proactively encourage and support the completion of purchase orders within the business.
- Review ledgers regularly, chase missing purchase invoices and match any items that need allocating.
- Main point of contact for updating supplier details and the set up new suppliers on the receipt of a completed new supplier form.
- Proposal of payment runs for supplier payments.

Expense processing

- Verify and pass for authorisation the expenses for the UK employees using the purchasing system P2P.
- Collate paperwork for credit card claims and make the postings to clear down balance in the finance system.
- Chase Chargeable expenses that have not been submitted.
- Process rechargeable expenses paperwork for invoicing.
- Maintenance of petty cash and records

General finance administration

- Processing financial post, emails and general calls
- Banking support

Please note that responsibilities may be added or varied to respond to the demands of the business



Skills and experience

- Good spoken and written communication skills, an assertive but tactful manner.
- A team player who integrates easily and communicates positively.
- Highly organised with a methodical approach and with the ability to manage own workload.
- Flexible, adaptable and reliable.
- Able to deal with confidential financial and personal information in a discrete manner.
- Able to demonstrate initiative.
- Ambitious, seeks to improve personal performance.
- Previous experience of working in a finance team is a requirement.
- Strong Microsoft Excel skills.

In addition to a competitive salary we also offer the following employee benefits

- 25 days holiday in addition to bank holidays
- Pension Scheme
- HealthCare Insurance
- Private Medical Insurance

Application

To apply for this position, please forward a CV and covering letter to hr@proactis.com.