

JOB

DESCRIPTION

PURCHASE LEDGER ASSISTANT

Job Title:	Purchase Ledger Assistant
Department:	Finance
Reporting to:	Purchase Ledger Manager
Responsible for (staff):	N/A
Location:	Glasgow
General Purpose of Role:	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.

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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