

Purchase Ledger Clerk

Job Title: Purchase Ledger Clerk	Department: Finance Operations	Reports to: Finance Operations Manager		
Main Purpose of Job <ul style="list-style-type: none"> To follow a comprehensive purchase ledger process To assist the rest of the Company with payment issues To assist Team members 				
Main Duties <ul style="list-style-type: none"> To check and maintain the purchase order process To check and maintain the invoice process To ensure supplier statements are reconciled before payments are sent To ensure the purchase ledger accounts system is maintained To ensure purchase ledger system monthly close down process is maintained Provide assistance to internal departments with any requirements including customer payment information, forms of payment methods to customers, to answer customer queries Job sharing is vital within the Finance Operations section and therefore will need to be versatile in a number of processes within the Finance Operations section including data inputting, report generation 				
Key Success Criteria <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> A. Individual Performance Indicator <ol style="list-style-type: none"> Timely deadlines Service levels Job completion Team effort </td> <td style="width: 50%; vertical-align: top;"> B. Expected Deliverable <ol style="list-style-type: none"> Achieve deadlines Achieve service levels Requirements from Internal source Error identification </td> </tr> </table>			A. Individual Performance Indicator <ol style="list-style-type: none"> Timely deadlines Service levels Job completion Team effort 	B. Expected Deliverable <ol style="list-style-type: none"> Achieve deadlines Achieve service levels Requirements from Internal source Error identification
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Behavioural Competency Profile <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Business Awareness: 1 2 3 4 5 Change Management: 1 2 3 4 5 Communication: 1 2 3 4 5 Customer Focus: 1 2 3 4 5 Improvement: 1 2 3 4 5 </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Leadership & People Mgmt: 1 2 3 4 5 Planning & Organising: 1 2 3 4 5 Quality: 1 2 3 4 5 Team Working: 1 2 3 4 5 </td> </tr> </table>			<ul style="list-style-type: none"> Business Awareness: 1 2 3 4 5 Change Management: 1 2 3 4 5 Communication: 1 2 3 4 5 Customer Focus: 1 2 3 4 5 Improvement: 1 2 3 4 5 	<ul style="list-style-type: none"> Leadership & People Mgmt: 1 2 3 4 5 Planning & Organising: 1 2 3 4 5 Quality: 1 2 3 4 5 Team Working: 1 2 3 4 5
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Technical Skills <ul style="list-style-type: none"> PC skills including MS Excel and Word Telephone skills Strong communication skills Has a good understanding of basic accounting principles Good organisational and interpersonal skills Ability to work on own and as part of a team often to tight deadlines The ability to obtain a relationship with the Supplier 				
Qualifications/ Knowledge/ Experience required <ul style="list-style-type: none"> GCSE levels no lower than C 2 years in similar role 				