

JOB DESCRIPTION

JOB TITLE: Purchase Ledger Team Leader
REPORTING TO: Purchase Ledger Manager
WORKING HOURS: 9-5.30 Monday to Friday

DUTIES AND RESPONSIBILITIES

Working in the Finance team at our Sunbury office, leading the team responsible for making sure suppliers are paid accurately and on time.

RESPONSIBILITIES

- Logging and tracking of holiday/sickness/absence
- Monthly one to ones with team

PURCHASE LEDGER

- Creating Creditor Records and ensuring all required details are obtained for payment processing
- Dealing with queries on account - escalations
- Posting Batches
- Writing off small amounts on credit card purchase accounts
- Obtaining approval where required for invoices received
- Keeping credit balances to a minimum, monthly checks
- Checking and loading of courier invoices
- Month end Payment Run
- Managing weekly payments
- Assisting the Purchase Ledger Team on a day to day basis

SKILLS REQUIRED

- Good communication skills, written and spoken.
- Previous Purchase Ledger experience
- An assertive but tactful manner
- Confident telephone manner
- Organised and methodical approach
- Ability to explain financial matters firmly and clearly
- Good mathematical skills
- Ability to work to strict deadlines
- Calmness under pressure
- Attention to detail
- Competent on excel
- Clean full driving licence