

Job Description

Purchase Ledger Clerk

- Reporting to the Purchase Ledger Manager, the Purchase Clerk will be responsible for:
- General ledger Invoice coding and postings.
- Organising invoices for authorisation and liaising with staff to ensure invoices are signed off on a timely basis.
- Stock Invoice matching and posting.
- Logging and chasing resolution of invoice queries, via internal logging systems
- Making payments to UK and international suppliers, and other international bank accounts (weekly basis).
- Setting up of new vendors, ensuring all checks are followed.
- Create new priority payment templates on HSBC Net for all European and Overseas suppliers.
- Update cash flow with all payments made.
- Monitoring and updating of FC cash balances onto FC cashflow, and reporting directly to FD.
- Posting and paying intercompany invoices.
- Dealing with suppliers' queries courteously and efficiently.
- Process QA approved debit notes.
- Raise internal credits from shortages reports, and send copies to suppliers.
- Supplier Statement reconciliations.
- Requesting bank details from suppliers and updating systems. Ensuring all suppliers records are completely up to date.
- Filing of authorised and paid invoices, payments and remittances.
- Month end duties i.e. back dating of invoices for period end, and the reconciliation of key supplier statements for provisions.
- Additional ad-hoc duties to support the finance department.
- Chase up VAT invoices which have been paid on a pro-forma basis.

Skill Set required.

- SAP
- Microsoft Outlook
- Microsoft Excel (Pivot tables and V Look up formulas)

MAIN DUTIES/RESPONSIBILITIES

- Main duty of the Purchase Ledger Clerk is to support the Purchase Ledger Manager in taking responsibility for the day to day running and co-ordination of accounts payable department.
- The Purchase Ledger Clerk should plan their own work load, ensure the chain of events from receiving an invoice to payment is working effectively. This must take place with speed and accuracy.
- Responsibility to ensure all invoices are registered on our invoice register, sent to the appropriate delegated signatory for authorisation and returned promptly for payment.
- Ensure that all relevant documentation related to payment of invoices is accurate and attached before payment is made, such as, proforma request forms, purchase orders and delivery notes (if required).
- First point of contact with all creditors who may have queries regarding outstanding invoices.
- Ensure all batch payments are accurate and match payment information recorded on invoice register.

Payments

- To prepare payment batches and enter payment through BACS upload or manual upload for all due balances on a regular basis, in accordance with supplier's terms and conditions.
- Ensure prompt filing of supplier invoices.
- To liaise with suppliers concerning invoice queries.
- To produce Suggested Payment Report & BACS Report for the Financial Accountant before processing payment to Bank.
- Ensure adherence to month-end deadlines.

Salary band: £Competitive Salary dependent on experience