

Role: Ledgers Assistant	Region / Department: Finance & Corporate Services
Reports to: Cash & Ledgers Manager	Pay Band: Salary Band 2 Upper [£26,757 - £28,252]
Location: Broadstone, 50 South Gyle Crescent, Edinburgh EH12 9LD	Type of Contract: Full-Time 40 Hours Per Week, Fixed Term [12 months maternity cover]
COST CENTRE (e.g.:3CUZ): <i>Please note this is required so the People Team can correctly allocate this role to the relevant cost centre.</i>	ACTIVITY CODE (e.g.: VSZ): <i>Please note this is required to allow the system (PeopleXD) to allocate the salary to the correct centre.</i>

JOB PURPOSE

This job exists to ensure the accurate and timely processing of Purchase Ledger [PL] invoices, and payment allocation to creditor accounts. Ledgers Assistants work primarily in Purchase Ledger but will also work within Cashroom and Sales Ledger. The below deliverables are the primary tasks associated with the role, but this is not exhaustive. Ledgers Assistants may be required to work out with the transactional team, providing general service and support to the wider finance team.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Processing high volumes of purchase invoices accurately and efficiently
- Matching invoices to purchase order receipts, and coding invoices in line with internal procedures
- Managing supplier accounts, ensuring statements are reconciled timely
- Identify, investigate and resolve invoice discrepancies or queries in a timely manner
- Ensure timely processing for payments to suppliers
- Maintaining accurate financial records and supporting month-end processes
- Liaising with internal departments and external suppliers to ensure smooth workflow
- Supporting the wider finance team with ad-hoc duties as required

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Qualifications

Essential

Desirable

Skills

Essential

- Excellent attention to detail and accuracy and the ability to work efficiently and effectively
- Confidence managing high-volume invoice processing
- Cognitive ability to work effectively with numbers
- Strong verbal and written communication skills and the ability to build positive relationships with internal and external customers.
- A proactive, organised approach with the ability to prioritise effectively
- Competent IT skills, including Microsoft applications, especially Outlook and Excel
- Good working knowledge of finance systems
- The ability to establish and develop effective relationships with finance team and key members of other functions within the Trust.

Desirable

- Working knowledge of Accounting and Finance system.

Experience

Essential

- Solid experience working in an office in a financial/accounts administrative/processing role.
- A good understanding of banking.

Desirable

- Experience working with suppliers within the utility sector.

DIMENSIONS AND SCOPE OF JOB

Scale T

The Ledgers Assistant works in the Financial Control Team which sits within our Finance & Corporate Services Directorate. Our Finance and Corporate Services Directorate provide services to staff across all our key regions across Scotland, they include North East, Edinburgh & East, South and West and Highlands and Islands.

People Management

- The role does not involve specific management of others, however it is imperative that the post-holder is confident in dealing with colleagues at all levels within the organisation.

Finance Management

- The post has no budget responsibilities

Tools / equipment / systems

- The post requires frequent use of finance system to process purchase orders and invoices

Key performance indicators and targets

- The post holder will be required to consistently meet hard deadlines in order to ensure an efficient finance service to all internal and external customers.

Place in organisational structure (extract of org chart showing role):

The Purpose, Context, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

Applications

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Department, The National Trust for Scotland, by email via workforus@nts.org.uk, by Sunday 15th February 2026.

- Please ensure your CV includes your full name and contact details
- The CV file sent to us should be titled with your first initial and surname
- When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Ledgers Assistant - NTS"