



Job Title: Purchase Ledger Assistant **Hours:** 40 hours per week **Contract Type:** Full Time **Reporting to:** Finance Manager

Role Overview

To ensure the efficient and accurate processing of supplier invoices, employee expenses and related financial records, supporting the smooth operation of the finance function and the timely payment of all creditors.

Key Responsibilities

- **Invoice Processing:** Accurately log, code, and post supplier invoices and credit notes to the accounting system.
 - **Matching:** Match invoices to purchase orders and delivery notes to ensure accuracy.
 - **Reconciliation:** Reconcile supplier statements to the purchase ledger and investigate discrepancies.
 - **Payments:** Prepare weekly or monthly BACS/cheque payments runs.
 - **Query Resolution:** Proactively manage and resolve supplier enquiries and disputes.
 - **Documentation:** Maintain well-organised electronic or physical filing systems for invoices and statements.
 - **Expenses & Credit Cards:** Process employee expenses and corporate credit card statements.
 - **Month-End Support:** Prepare purchase ledger accruals and assist with month-end ledger close.
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Person Specification

Essential:

- Proven experience in a purchase ledger or finance role.
- Proficiency in accounting software and Microsoft 365.
- High attention to detail and accuracy in data entry.
- Excellent communication skills for managing supplier relationships.
- Ability to work effectively as part of a team.

Desirable:

- Knowledge of, or sympathy with, the life of a church community.
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What We Offer

- A flexible and welcoming working environment
 - £26,500-£28,000 depending on experience.
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