

JOB DESCRIPTION FOR PURCHASE LEDGER FINANCE ASSISTANT AUGUST 2025

A list of job duties associated with your job title is set out below. This job description is non-contractual and the Company reserves the right to amend, withdraw or depart from its provisions at its discretion. Subject to the Company's business requirements you may be required from time to time to undertake other work within your capacity and the Company reserves the right to amend the job title and/or job description from time to time, on a temporary or permanent basis, to reflect your own development or the Company's business needs.

Job title	Purchase Ledger Finance Assistant
Band	B3
Team	Finance (Support)
Purpose of role	To be accountable for the Purchase Ledger process, from purchase orders through to invoicing reconciliation and payment
Reports to	Financial Accountant
Manages	N/A
Main duties	<ul style="list-style-type: none"> • Process, reconcile and report supplier transactions with accuracy and in a timely manner • Process purchase invoices received from suppliers and ensure readiness for payment • Process weekly BACS and ad hoc payments for authorised supplier invoices • Reconciliation of commissions and supplier accounts whilst investigating and resolving any unknown or missing transactions via email, post and phone • Reviewing and posting of purchase card transactions with monthly reconciliation to statements • Supportive of team members at all levels within the company to ensure that the Finance team is seen to be pro-active in dealing with their requests regarding suppliers, contracts, purchasing cards and employee expenses • Managing supplier accounts within the finance system including creating new suppliers, updating changes to details and maintaining an up-to-date approved supplier listing • Assisting with support to system users including query resolution, process guidance and providing training where needed • Assist in the review and implementation of new procurement IT systems

	<ul style="list-style-type: none"> • Assist upon request with information and documentation during year end audit • Other duties and responsibilities appropriate with the level of this post
People skills	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills. • Strong organisational skills. • The ability to work under pressure, within timeframes and multitask. • Strong analytical and observation skills. • Ability to work on own initiative and make appropriate decisions. • Good attention to detail. • A willingness and ability to adopt new procedures as and when required.
Technical skills	<ul style="list-style-type: none"> • Excellent IT skills particularly in the use of Excel and other Microsoft packages. • Experience of Finance software.
Qualifications & Experience	<ul style="list-style-type: none"> • Experience of working in a Finance function, including purchase ledger and nominal ledger. • A good level of general education especially Maths & English. • AAT qualified or a willingness to undertake further professional training. • Desirable to have experience of Power BI, Visio and hotel software packages.

I have given a copy of the above and have explained all aspects of it.

Manager Signature:

Date:

I confirm that I understand the above and have received a copy of it.

Employee name (please print):

Signature of employee: