



Purchase Ledger Officer

Head Office

Hours: 37.5 hours per week. 9.00am – 5.15pm Monday to Friday.

Part of the: Finance Department

Responsible to: Group Finance Business Partner

Purpose

Undertaking a wide range of accounting tasks to support the finance team in delivering an effective and efficient finance service to the association and our clients. Responsible for all purchase ledger processing within the Group, and supporting other members of the finance team. Liaising with other teams to ensure resolution of queries and maintaining supplier relations.

Responsibilities: A Purchase Ledger Clerk will

- ✓ Deal with accounts payable process for the group, ensure that the ledger is up to date and invoices are paid in a timely manner – includes registering invoices, matching to orders, ensuring appropriate sign off and filing and dealing with supplier queries by phone and email.
- ✓ Deal with other accounting matters including petty cash, Allpay debit cards and the Allpay control account, council tax matters and B & Q cards.
- ✓ Be responsible for effective communication both internally and externally and to proactively and positively promote Elim
- ✓ Provide cover and support to other members of the finance team as required.
- ✓ Provide a cost effective and value for money service.
- ✓ Develop services, work on projects as required.
- ✓ Maintain and reconcile prepaid cards.
- ✓ Achieve individual targets and contribute to meeting departmental KPIs.

Qualifications and Experience: In this role a Purchase Ledger Clerk will need the following:

- ✓ Accounting experience in a range of areas including:
 - Entering financial transactions,
 - Reconciliations,
 - Analysis of accounting entries,
 - Dealing with journal entries.
- ✓ Good experience of using Excel in their day to day role.
- ✓ Experience in purchase ledger processing from ordering to payment.
- ✓ Understanding of the need for confidentiality in financial matters.
- ✓ Understanding and commitment to the principle of equal opportunities.
- ✓ A high level of commercial awareness.

It would be great if you could also:

- ✓ Be AAT qualified or studying towards a qualification.
- ✓ Have experience of using QL-x systems

Skills and Abilities:

In this role a Purchase Ledger Clerk will need the following:

- ✓ Manages own time effectively and prioritises own work. Takes a proactive approach to targets and workload thinking ahead.
- ✓ Has a high level of job related IT competency and uses IT to improve efficiency.
- ✓ Delivers excellent customer service to other staff and departments.
- ✓ Works with others to ensure that the finance team meet targets and deadlines.
- ✓ Communicates with other staff, residents and external contacts in a clear, concise way that is accurate and delivered in a way that promotes understanding.
- ✓ Seeks to understand own strengths and weaknesses and takes an active responsibility for own personal development.
- ✓ Understands the importance of value for money (VFM), and looks for opportunities to make VFM improvements such as improving processes and procedures.
- ✓ High level of attention to detail and accuracy.



Values:

Elim's customers include families and single people living in our properties for rent, young people undertaking apprenticeships or training, clients within our support services and people buying houses that we have developed, among others. We have the same aim for all these relationships: to ensure that the housing and services Elim provide serve as a platform for growth, facilitating all our customers to achieve their aspirations. In this way, we make our homes truly life changing by ensuring that our service has a positive impact long after a person has left Elim accommodation.

Elim **CARES** Values were created in partnership with our customers, staff, Board and other stakeholders, and they represent our commitment to how we deliver our services and work together successfully.

A Purchase Ledger Clerk lives by the Elim CARES values:



GENEROUS ANNUAL LEAVE ENTITLEMENT

Employees receive 25 days paid annual leave, rising by 1 day for each complete year of service to a maximum of 30 days.



FLEXIBLE WORKING

We do all we can to encourage a healthy work-life balance.



LEARNING AND DEVELOPMENT

We believe in developing our staff and investing in your learning and training.



MILEAGE EXPENSES

We pay mileage expenses at a rate of 45p per mile.



PENSION AND LIFE ASSURANCE

We are a member of the Social Housing Pension Scheme



HEALTHSHIELD BENEFITS

Benefits available include: Employee assistance programme, healthcare cashback and shopping discounts