



Homes that change
people's lives

Job Advert: Purchase Ledger Officer

Details

Reference

001682

Salary

£26,447

Department

Finance

Hours

36.5

Job Type

Permanent

Location

Rudgeway, Head Office

Closing Date

Tuesday, 30 July 2024

Planned Interviews

Monday, 05 August 2024

Job Description

Elim is a charitable social landlord based in Bristol with a vision **'to meet housing need and deliver homes that change people's lives'**. This ambition is present in everything we do. We have around 900 homes located across South West England, the Birmingham area and Wales, and we provide homes for social or affordable rent across each of these areas. We provide homes for shared ownership in South West England, and are one of the largest providers of supported accommodation to people who have experienced homelessness in Bristol and Gloucester.

We offer a diverse and inclusive culture in line with our Elim **CARES** Values. These were created in partnership with our customers, colleagues, Board and other stakeholders, and they represent our commitment to how we deliver our services and work together successfully:

C - Customers First – Customers are at the heart of our services and decision making

A - Aspirational and Accountable – We are ambitious for our customers, staff and stakeholders. We work with integrity, learn from mistakes and do what we say we will.

R - Results – We work hard and deliver great results for our customers and for Elim.

E - Everyone's view matters – We listen to understand, improve and build our services

S - Supportive – We tackle challenges head on and inspire each other to achieve our potential.

Working within the group Finance team, you will be responsible for the processing and maintenance of the purchase ledger, from the point of ordering to the point of payment. You will be the point of contact for supplier and departmental queries, and will be working with them to resolve any queries. Reconciliation and processing of other areas of expenditure such as petty cash and prepaid debit cards. Providing cover and support to other members of the team gives the opportunity to expand experience.

What you will be doing:

- 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.
- Maintain and reconcile prepaid cards.
- Provide cover and support to other members of the finance team as required.
- Develop services, work on projects as required.

Person Specification

What you will need to be successful:

- Experience in purchase ledger processing from ordering to payment.
- 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.
- A high level of commercial awareness.

Benefits

Elim employees benefit from:

- A great inclusive and values led culture that invests in your learning and development.
- 25 days annual holiday rising to 30 days.
- Paid day off for your birthday each year.
- Paid one day volunteer leave
- Flexible working
- Access to training and career development through Elim Skills Academy
- Company pension.
- Life Assurance.
- Health cash plan, which includes discounts to a wide range of shops and services.
- Free onsite car parking

Contact Us

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About US

Providing homes, supporting people.

Elim Housing is a socially responsible business delivering quality homes and support services which positively change people's lives.

We engage and innovate, and work in collaboration with others to enhance the wellbeing and independence of individuals and communities.