



Purchase Ledger Administrator

Administration

Our Vision

We are a vibrant retail market leader delivering the best, enjoyable shopping experience to inspire homeowners, while giving outstanding service.

‘Best of the Best’ in customer service is at the heart of all we do.

Our People

To be able to deliver our vision, we need self-motivated, passionate people who can offer quality customer service whilst performing with honesty and integrity. We provide a friendly, enjoyable and supportive work environment.

The Department

The Administration Department provides a full support service to the entire company.

The Role

The purpose of this position is to:

- help maintain the day to day running of the purchase and sales ledgers as part of the company’s administration team’s financial hub.
- provide information to the company’s Senior Management Team, especially the Finance Director
- provide general administrative support and assistance to customers, colleagues, and management.

The main responsibilities of the role are in the following areas:

- Purchase Ledger
- Customer services

Reporting Lines

Reports to the Admin Manager and Assistant Admin Manager.

Standards

- ✓ Every employee is expected to be honest and trustworthy in their dealings with customers, colleagues, and the company.
- ✓ Nothing less than excellent customer service is acceptable with both external and internal customers.
- ✓ A high standard of confidentiality is required with our working practices and operating systems
- ✓ All staff are expected to work as part of the team.
- ✓ All staff are expected to work efficiently and accurately



PERSON SPECIFICATION

Knowledge of:

Finance in a commercial/ retail environment

Skills required:

- Relevant knowledge and understanding in a similar role
- A strong customer service focus, and the ability to build effective working relationships with colleagues and external stakeholders/ suppliers
- The ability to work effectively in a team environment and to process work according to deadlines
- Purchase ledger experience
- High attention to detail and an orderly approach to processing
- Knowledge and experience of bookkeeping and payment processing

Attributes:

Professional	Flexible	Reliable
Logical	Accurate and eye for detail	Organised
Common sense	Calm under pressure	Meets deadlines

PRINCIPLE DUTIES

1. Logging and processing and matching supplier invoices including freight and other service providers.
2. Reconciliation of supplier statements
3. Preparing and logging supplier claims
4. Identifying and resolving invoice discrepancies
5. Correlating supplier credit notes against claims raised and logging them.
6. Preparing and submitting supplier invoices for payment
7. Liaising with suppliers on non-payments, claims and account discrepancies.
8. Assisting with the management and analysis of Supplier Rebate payments and Marketing Support claims
9. Providing occasional cover for other admin-based roles including switchboard/reception, processing customer account payments, and credit-control processes.

Changes

Because of the diversity of our business, this job description will inevitably change. There will be the need, from time to time, to undertake other activities that fall within the capabilities of the role holder, as directed by management.