



R O M E R I L S

JOB DESCRIPTION

PURCHASE LEDGER ADMINISTRATOR

Our Vision

We are a vibrant retail market leader delivering the best, enjoyable shopping experience to inspire homeowners, while giving outstanding service. We know and engage with our customers, which gives us knowledge on delivering what they want.

'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 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. To provide information to the company's Finance Director and Senior Management Team; and to provide general administrative support and assistance to customers, sales staff and management.

The main responsibilities of the role are:

- Purchase and Sales Ledger
- Customer services

Reporting Lines

Reports to the Assistant Manager or in his absence, to the Manager of the Department

Cont'd



R O M E R I L S

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
- ✓ All Standard Operating Procedures (SOPs) must be followed at all times

PERSON SPECIFICATION

Knowledge of:

Commercial/ retail industry

Skills required:

- Experience in a similar role is desirable
- 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
- Computerized accounting purchase and sales ledger experience
- High attention to detail and an orderly approach to processing
- Sound working knowledge of Windows based software packages, including work processing, spreadsheets, databases, electronic mail and the internet.

Attributes:

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

PRINCIPLE DUTIES OF THE FINANCE HUB

1. Logging and processing supplier invoices
2. Reconciliation of supplier statements
3. Preparing and logging supplier claims
4. Correlating supplier credit notes against claims raised and logging them
5. Reconciling and processing freight accounts
6. Liaising with suppliers on non payments, claims and account discrepancies
7. Processing sales ledger credit notes and adjustments as required
8. Dealing with customer enquiries and account queries

9. Packing month end invoices and statements
10. Matching and logging shipping invoices
11. Maintaining paper and database records
12. Checking supplier invoices to ensure all prices have been correctly applied where discrepancy >10%
13. Customer account queries
14. Provides reception/ switchboard cover
15. Counting cash

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.