

**Job Description**

**Job Title:** Purchase Ledger Clerk

**Department:** Finance

**Reports to:** Finance Manager (FM)

**Key Relationships:** Finance Director (FD)

Group Financial Controller (GFC)

Finance Manager (FM)

Finance Team (FT)

**Hours:** 8:00am – 5:00pm (Mon, Tues, Thurs & Fri)

6:00am – 3:00pm (Weds)

**Location:** Mill Farm

**Date:** July 2018 – Version 1

**Role Summary:**

As a Purchase Ledger Clerk you will be responsible for the processing of purchase ledger items for both Mill Farm Sports Village and AFC Fylde. You will also reconcile supplier statements, daily takings and raise sales invoices. You will have involvement in stocktaking and other ad-hoc finance tasks as and when required. In addition, you will be expected to cover the responsibilities of the Mill Farm Inventory Controller for 1 day a week, including the placing of orders, receiving of deliveries and ensuring the EPOS system is kept fully up to date.

**Main Duties:**

* Processing of purchase ledger invoices, including matching of delivery notes and purchase orders and putting forward supplier payment runs
* Daily reconciliations of takings for all Mill Farm outlets, matching to cash amounts banked and raising sales invoices
* Participation in month end stock takes, including posting / analysis of adjustments where required
* Assisting with payroll administration on a weekly basis
* Supervision of cash handling procedures, i.e. filing cashing up sheets from previous day trading and investigating any discrepancies to report to the General Manager.
* In the absence of the Mill Farm Inventory Controller:
  + Processing of purchase orders on the EPOS system
  + Receiving of deliveries and checking against purchase orders
  + Entering of wastage and transfer sheets onto the EPOS system

**Occasional Duties:**

The post-holder may be required to:

* Work additional hours to meet the needs of the business
* Attend staff meetings and training as needed.
* Travel to other sites, as needed.
* Carry out any other duties within the scope and purpose of the job as requested by the Finance Manager.

# Personal attributes

The post-holder will have:

* At least one year’s experience in a similar role
* Organisational skills
* Excellent Excel skills
* Good IT skills
* Experience of Sage Line 200 and 50 would be advantageous
* Good interpersonal skills
* Excellent time management skills

This person will be:

* A quick learner
* Self-motivated
* Able to multi task
* Hard working
* Enthusiastic
* A team player

The post holder will be expected to:

* Act with honesty and integrity at all times
* Demonstrate high standards of personal conduct
* Value and respect colleagues and other members of staff.
* Work with others to develop and improve our services
* Take personal responsibility for their words and actions and the quality of service they deliver.

# Job Review

The job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

## Signature of Post holder: ………………… Date: …………………

**Signature of Manager: …………………… Date: …………………**