

Job Description

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| Job Title:  Accounts Assistant – Purchase Ledger | Function: Accounts |
| Region: UK - Sandbach |
| Responsible to:  Senior Accounts Assistant- Purchase Ledger | Responsible for: No direct reports |
| Job Purpose:  Ensuring purchase invoices are processed accurately and paid on time by liaising with our global offices and suppliers. | |

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| Areas of Responsibility and Key Tasks: | Key Performance Indicators |
| **Responsibilities:-**  Processing purchase invoices received.  Matching invoices to job/purchasing records.  Distributing unmatched invoices for approval to regional offices and co-ordinating replies.  Notifying suppliers of errors/queries.  Reconciling with supplier statements.  Co-ordinating payments to suppliers.  Facilitating urgent payments to shipping lines.  General administration work.  Supporting the Company’s core values and behaviours. | Accurate and timely entry of purchase invoices.  Purchase invoice and job matched accurately.  Approval always gained prior to payment of invoices.  Good management of errors and queries.  Accuracy in supplier reconciliations.  Payments made to suppliers are timely and accurate.  Avoidance of freight delays through immediate handling of shipping line invoices.  Up-to-date with admin. and filing.  Displaying behaviour in-line with the Company’s core values and behaviours and reporting or addressing any behaviour which is not compliant. |

This job description is not intended to be an exhaustive list of duties. As such it is liable to change in accordance with the needs of the business and may be amended from time to time following discussion with the post holder.