



JOB DESCRIPTION

Job Title: Purchase Ledger Clerk

Post Reference No: FIN01

Reports to: Head of Accounts

Grade/Salary: Dependent on skills, knowledge and qualifications.

Hours: 35 hours per week – Monday – Friday – 9:00am – 5:00pm – with flexibility to meet business needs

Status: Permanent

The Lulworth Estate has an exciting position for a Purchase Ledger Clerk to join our team in our busy Accounts department.

Your duties will include sorting, batching and registering invoices and credit notes daily and passing them over for authorisation. You will be required to deal with queries with suppliers including delivery and pricing issues prior to posting the invoices to the ledger.

To succeed in the role you should have previous Purchase Ledger experience and an effective working knowledge of Microsoft Word and Excel, as well as an excellent telephone manner.

Main Tasks and Duties:

- Process new supply purchases
- Review invoices to ensure that they're accurate and correctly formatted
- Create credit accounts with new suppliers to finance payments
- Add new suppliers' details to the firm's financial database
- Create fast processes for registering and making payments
- Use identifying codes to file and store invoices
- Calculate the VAT owed on purchased items
- Track the value of impending payments to suppliers
- Monthly reconciliation of supplier statements

Duties Expected of All Staff:

- To undertake such personal staff development as is agreed to be necessary for the development of the role and the individual.
- To set a high standard of professionalism. This will include maintaining regular contact with colleagues, and customers verbally, in writing and via e-mail.
- To monitor customer satisfaction and continually seek ways of improving the service for which the

post is responsible.

- To regularly review, adapt, and improve systems and procedures.
- To undertake an annual appraisal which clearly identifies targets for continued improvement.
- To take proactive responsibility for Health & Safety at all times, reporting accidents, incidents and near misses which may affect staff, customers and visitors.

This range of tasks should not be construed as definitive or exhaustive due to the changing external environment within which the Estate operates. Other duties may be required within the general scope of the post.

Person Specification:

	Essential	Desirable
<u>Qualifications</u>	<ul style="list-style-type: none"> • Good standard of GCSE's grades 4-9 / A*-C (or equivalent) inclusive of English and maths. 	<ul style="list-style-type: none"> • Level 2 AAT or equivalent.
<u>Experience and Knowledge</u>	<ul style="list-style-type: none"> • Experience in a fast-paced busy office. • Experience in a previous Purchase ledger role or similar. • Experienced in data entry. 	<ul style="list-style-type: none"> • Knowledge of accounting software, such as SAGE
<u>Skills and Abilities</u>	<ul style="list-style-type: none"> • You will have excellent accuracy and attention to detail. • Strong IT skills including understanding of general software packages such as Microsoft Office, in particular Excel and Word. 	
<u>Personal Qualities</u>	<ul style="list-style-type: none"> • Excellent timekeeping. • Excellent communication and interpersonal skills. • Strong team player. 	

Other		
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Competencies Required of All Staff:

- Excellent interpersonal and communication skills when dealing with colleagues, visitors and external bodies at all levels.
- A positive, ‘can-do’ attitude.
- Keen to embrace and deliver change.
- Self-directed with a high level of personal drive.
- Commitment to achieving excellence through continuous improvement.
- Enthusiastic with ability to motivate.
- Ability to problem solve
- Prepared to work flexibly to meet work requirements including weekends and evenings to support the effective functioning of the department and wider Estate as required.
- Ability to contribute to achieving cultural change.
- Active commitment to equal opportunities

Terms and Conditions:

- This is a permanent appointment.
- The Contract of Employment will be based on the provisions of the Lulworth Estate A Fund
- The salary for this post will be dependent on qualifications, skills and experience.
- Working Hours will be 35 hours per week Monday to Friday – 9:00am – 5:00pm - with flexibility to meet business needs.
- The annual leave entitlement will be 28 working days to be taken during the period 1 January to 31 December inclusive of bank holidays or Christmas closure days.
- The appointment is subject to the satisfactory completion of a 3-month Probationary Period with reviews after 1, 2 and 3 months.
- The notice period will be dependent on contract type.
- Membership of the Peoples Pension Scheme is available.
- The appointment is subject to the Estate receiving satisfactory references.
- *The successful candidate is required to advise whether they are aware of any health condition or disability which might impair their ability to effectively undertake the duties of the position as outlined above. This disclosure may result in a referral to the Occupational Health Advisor for a medical clearance prior to commencing employment.*

Applications

Applicants for this position must send their CV with a covering letter to recruitment@lulworth.com.

We are not accepting CVs at this stage from Recruitment Agencies

The Closing Date for Applications: Tuesday 28 November at 9:00am

Proposed Interview Date: Tuesday 5 December 2023

We reserve the right to close this position before the published closing date, should the need occur. We therefore advise that you complete and submit your application as soon as possible.

Please add recruitment@lulworth.com to your list of safe senders to ensure that any correspondence from us does not go directly into your spam folder.

You will be asked to provide evidence of all the qualifications listed on your application form at interview.

Please ensure you read our GDPR Candidate Privacy Notice to understand how your data is processed. This can be found on the Lulworth website under the recruitment page or you can request a copy by emailing recruitment@lulworth.com.

Following receipt of completed application forms, if you have not heard from us within 2 weeks of the closing date regrettably you will not have been short listed on this occasion. All short listed applicants will be contacted within 2 weeks of the closing date or no later than 3 days prior to the interview date (where an interview date is specified).

Statement by appointed person:

(Section to be completed following offer of post to successful candidate)

I am pleased to confirm my agreement to the terms, conditions and duties stated within this job description and agree to undertake the role of **Purchase Ledger Clerk at the Lulworth Estate.**

Signed:

Print Name (Block capitals):

Date: