

JOB DESCRIPTION

Post Title:	Purchase Ledger Officer
Department:	Finance
Hours of Work per week:	37.5 / Full time / Permanent
Rate of Pay	£26,500 per annum
Postholder Reports to:	Head of Finance
<p>Purpose of the Job: Working as part of a wider finance team, this role will be responsible for all aspects of Purchase Ledger management, together with certain other accounting tasks.</p>	
<p>Equal Opportunities Nightingale Hammerson is committed to achieving equality of opportunity both in delivering its services and in the employment of people and expects all employees to understand and promote equality of opportunity in their work.</p>	
<p>Health and Safety All staff are expected to take responsibility for their own health and safety, in so far as they can themselves, and to exercise reasonable care and caution in the execution of their duties.</p>	
<p>Nightingale Hammerson Values We expect all staff to display and uphold our core values which are:</p> <ul style="list-style-type: none"> • Compassion • Respect • Excellence • Dignity • Innovation • Teamwork 	
<p>Benefits you get for working with us:</p> <ul style="list-style-type: none"> • Paid for DBS check • Generous annual leave allowance • Free uniforms • Referral bonus • Life assurance of three times your annual salary • Workplace pension scheme. • Free on-site gym (at Nightingale House only) • Training and career development opportunities • Cycle to work schemes • Subsidised staff meals provided in onsite canteen 	

Duties and Responsibilities

Maintenance of the purchase ledger of Nightingale Hammerson and its subsidiaries

Dealing with supplier queries and liaising with budget holders on the same

Providing support to finance and non-finance colleagues on a solid but not over-bearing system of controls over all elements of purchasing, in a friendly and professional manner,

Training budget holders and other appropriate staff on use of Aqilla (finance system)

Following up failures in the control system and providing a monthly report of the same

Identify and assess system control failures to improve safeguarding of the organisation's assets

Preparation of payment files (Bacs / cheques and ad hoc bank transfers) on a weekly basis

Ensuring that all invoices are paid on time but that advantage is taken of credit terms where available

Maintenance of the Residents Safe keeping accounts and recharges

Responsible for administering petty cash

Responsible for processing credit card purchases.

Preparing and posting monthly standing journals as required

Processing staff expense claim

Flexible to act as back-up on all aspects of sales ledger processing in the absence of the Sales Ledger Supervisor

Flexible to act as back-up on all aspects of banking and bank line processing in the absence of the Finance Analyst

Assisting with the preparation of Management Accounts & regular project reports

Assisting with grants and other ad hoc reports

Carrying out other tasks as and when required

PERSON SPECIFICATION

The requirements listed below are considered to either be **essential** to successfully undertake the duties and responsibilities of the post or are considered **desirable**.

Number	Criteria	Essential or Desirable
Qualifications		
1	AAT qualified or equivalent	Essential
Experience		
2	At least 2 years previous experience of undertaking Purchase Ledger functions	Essential
3	Experience of working in the care or charity sector	Desirable
4	Experience of reconciling complex supplier statements	Essential
5	Comfortable in using excel and Microsoft Office	Essential
Knowledge		
6	Literacy and numeracy skills as well as keen attention to details	Essential
7	Speed and accuracy with processing invoices in an organised and methodical approach	Essential
Skills		
8	To respond to residents, staff and other stakeholders in a warm, approachable, polite, courteous and patient manner	Essential
9	To work in a calm manner when under pressure	Essential
10	Ability to work effectively well as a member of a team as well as use own initiative	Essential
11	Used Aqilla (Finance system) or a similar accounting and purchase order system.	Essential

Nov 2021