

JOB SPECIFICATION

Job Title: **UK Purchase Ledger Assistant**

Reporting To: **UK Purchase Ledger Manager**

Location: **Mountain House, Godalming** (*time also spent at Nelson House, Farnborough*)

Date of Preparation: **June 2019**

Overhead Invoices

- Processing UK overhead invoices and credit notes onto FiCo in a timely manner with accurate coding.
- Ensure suppliers paid in a timely manner in accordance with pre-agreed payment terms. Managing relationships with key suppliers.
- Supplier statement reconciliations, dealing with any queries in a timely manner.
- Reviewing and managing Purchase Ledger debit balances.
- Ensure invoices approved in a timely manner by budget holders, chasing where necessary.
- Assist with processing of weekly payment runs and ad-hoc payment requests, ensuring all payments reflected on FiCo at time of payment.
- Preparation of Aged Creditor reports on a monthly basis.

UK Staff Expenses

- Post UK staff expenses onto FiCo, ensuring all expenses are fully authorised, accurate coding of costs and VAT receipts obtained.
- Ensure accurate and timely payment of UK staff expenses.
- Download and distribute monthly corporate Barclaycard statements.
- Post corporate Barclaycard transactions onto FiCo, ensuring accurate coding of costs.
- Reconcile Barclaycard control account on a monthly basis.
- Day to day management of Concur online expenses, ensuring new employees are set-up, leavers are removed and training/ongoing support provided.

Overseas Staff Expenses

- Post overseas staff expenses onto FiCo, ensuring accurate coding.
- Ensure accurate and timely payment of overseas staff expenses.
- Posting of French credit cards onto FiCo.

Petty Cash

- Management of petty cash tin, ensuring sufficient levels of cash held and appropriate authorisation/receipts obtained for money given out.
- Ensure all petty cash transactions are recorded on FiCo in a timely manner.
- Maintain accurate Balance Sheet reconciliation of the petty cash tins, ensuring the Balance Sheet reconciles to cash held in the tin.

Other

- Provide full cover for UK Purchase Ledger Manager when they are out of the office.
- Provide cover for elements of Credit Control when required
- Support Overseas Purchase Ledger team when required
- Review existing procedures and make suggestions for improvement.
- Deal with external audit queries.
- Ensure documented ICS processes followed.
- Ad-hoc tasks as delegated by Finance Management team and other stakeholders.