

Role Details	
Role Title	Purchase Ledger
Department	Finance
Reports to:	Senior Management Accountant
Direct reports:	N/A
Salary:	£25,000 - £30,000
Location:	Remote
Hours	Flexible = 30 – 36.25 hours per week

Vision and Mission

Vision

Workplace and facilities management transforms organisations and enhances experience. As the pioneering professional body, our vision is one where every workplace delivers.

Mission

We empower and enable workplace and facilities professionals to expand their potential and have rewarding, impactful careers. We are a business enabler. Together we optimise the profession's impact.

The company has a strong culture based on our values

- Confident and Bold
- Human and Inspiring
- Knowledgeable and InSync
- Active and Energetic

Social Value

We are a Disability Confident employer, Investor in People accredited, Living Wage employer. We offer charity days along with paid for social events and make efforts to reduce our impact on the planet.

Why IWFM?

IWFM proudly champions the changing demographic of the workplace. After decades of working incredibly hard in the background to ensure buildings worked well (and safely), this critical profession must now take centre stage to ensure:

- People want to come to work and do their best work

- We drive business success through enhancing the experience
- We do everything we can to help save the planet

Purpose of the role

To prepare and post accurate and timely financial information for the institute to support decision making, growth and profitability

About the role

You will learn from the ground up owning the purchase ledger, growing your experience and knowledge of the transactional data and the processes that exist around them. You will be responsible for the integrity of the numbers you produce, ensuring right first time coding, resolving reporting anomalies and identifying opportunities for efficiency.

It is an exciting time to join IWFM with the opportunity to get involved in software evaluation, system implementation, improved reporting structures, international growth and ultimately establishing the role finance as a collaborator and business wide partner.

As a highly regarded training provider we encourage progression and professional development so study support would be available for the right candidate.

Key Accountabilities

Purchase Ledger

- Matching and processing purchase invoices – ensuring coding is correct first time. Invoices are processed in a timely manner in line with budget assumptions and purchasing authority routes
- Accurate VAT coding of purchase invoices
- Monthly ledger reconciliation and creditor stats reporting
- Purchase ledger allocations
- Processing of expense claims and credit card transactions.
- Raising all bank payments and supplier payment runs
- Supplier statement reviews
- Chasing of missing invoices
- Administer purchasing authority routes
- Budget awareness and chasing of missing costs

Month End

- Support finance team with preparation and posting of month end journals
- Department spend reporting
- Regional community reporting
- Preparation of monthly balance sheet reconciliations
- Monthly management reporting

Professional Qualifications/Accreditations and Experience

- AAT qualification or studier
- Purchase Ledger experience
- Professional office experience

Technical Skills

- Excellent ICT skills with multiple platform experience
- Excellent written and verbal communications skills
- Desire to learn and inquisitive

Behavioural Skills

- Confidentiality and integrity
- Can work to tight deadlines
- Structured and methodical, with an attention to detail
- Team player who works collaboratively with all departments
- Embraces change and flexible working in a small team
- Self-motivated to work efficiently on a remote basis