

ROLE DETAILS	
Role Title:	Purchase Ledger Administrator
Department:	Finance
Reports to:	Finance Manager
Reportees:	N/A
<p>Vision and Mission</p> <p>Vision</p> <p>As the pioneering workplace and facilities management body, our vision is to drive change for the future. To be the trusted voice of a distinct profession recognised, beyond the built environment, for its ability to enable people to transform organisations and their performance.</p> <p>Mission</p> <p>We empower professionals to upskill and reach their potential for a rewarding, impactful career. We do this by advancing professional standards, offering guidance and training, developing new insights and sharing best practice.</p> <p>The company has a strong culture based on our values</p> <ul style="list-style-type: none"> • <i>Confident and Bold</i> • <i>Human and Inspiring</i> • <i>Knowledgeable and InSync</i> • <i>Active and Energetic</i> <p>Social Value</p> <p><i>We are a Disability Confident employer, Investor in People accredited, Living Wage employer, Good Business Charter employer. We offer charity days along with paid for social events and make efforts to reduce our impact on the planet.</i></p>	
PURPOSE OF THE ROLE	
To prepare invoices for payment to ensure that the institute pays its suppliers in a timely manner, and to process employee expenses. To support the Finance team with ad hoc tasks as appropriate.	
KEY ACCOUNTABILITIES	
<ul style="list-style-type: none"> • Receiving, opening, logging & processing invoices within 48 hours • Obtaining department approval & matching against purchase orders for all invoices • For invoices in query, chase at least once a week, notify Finance Manager if invoice not approved close to due date • Finance Mailbox to be checked daily - All emails to be acknowledged within 48 hours & replied to within 72 hours to advise action. • Providing Finance Manager with payment summaries of invoices due for payment • Contacting creditors with questions or concerns about invoices • Reconciling supplier statements on a monthly basis • Checking invoices are received when expected and chasing for copies if not received on time 	

	<ul style="list-style-type: none"> • Completing Aged Creditor report on a monthly basis • Processing expenses and checking claims against the expense policy • Completing ad hoc finance tasks as appropriate
	<p>PROFESSIONAL QUALIFICATIONS/ACCREDITATIONS AND EXPERIENCE</p> <ul style="list-style-type: none"> • AAT part-qualified or qualified by experience.
	<p>TECHNICAL SKILLS</p> <ul style="list-style-type: none"> • Experience within a customer service / administrative role is highly desirable • Experience within a transactional finance position such as accounts payable or purchase ledger is highly desirable • Hands-on experience with Sage 200 accounting software is highly desirable • A personable individual with excellent communication skills and a great attention to detail • Proficiency in Microsoft Excel
	<p>BEHAVIOURAL SKILLS</p> <ul style="list-style-type: none"> • Professional manner on telephone when dealing with suppliers • Confidentiality and integrity, with a strong work ethic • Structured and methodical, with high attention to detail • Team player who works collaboratively with all departments