



Job Title: Purchase Ledger Assistant

Location: Burgess Hill/East Grinstead

Reporting to: Finance Manager

ILG has grown to become a market leader in fulfilment, warehousing and logistics services. During this time, it has evolved alongside the e-commerce wave and major developments in the courier and freight industries to be the pick pack and ship, service for online businesses.

Awarded UKWA Warehouse company of the year 2017 ILG plans continued growth through expanded services across the UK and beyond while maintaining its focus on people and quality. We are an ambitious fast paced growing business. We are looking for motivated, talented, adaptive individuals to come and join the ILG Team.

Purpose of job

Full responsibility of the Purchase Order system which precludes all invoices and is pivotable to invoice and cost management internally.

Responsibilities

- Daily monitoring of various exception queues related to the internal purchase order process
- Allocating invoices correctly to the general ledger
- Liaising internally with department heads and non-finance colleagues to help the purchase order process flow smoothly
- Accurate recognition of cost and liability in the company books
- Resolution of queries and disputes in a timely manner
- Working within the Finance team to ensure deadlines are met, workload effectively organised and covering sickness and holiday absence as required
- Providing support to the Management Accountant & Finance Manager with month end and year end reporting requirements

Duties

- Submission of invoices and credit notes to third party scanning team
- Assisting with the maintenance of the Purchase Order system to ensure the invoice/credit note matching process in operating effectively

- Production of KPI's to aid the monitoring of departmental targets
- Liaison with supplier and ILG departments for setting up new suppliers
- Production of monthly reports for the Finance Manager as required

Selection Criteria

Experience & Knowledge

- Studying towards an AAT qualification or qualified AAT
- Experience of taking ownership of and resolving supplier queries in a timely manner
- Understands the purpose of the purchase ledger control account
- Understands the purchase order process and the importance of cost control within the business

Skills & Abilities

- Fully conversant in Microsoft Office (Excel, Word, & Outlook)
- Proven ability to work to tight reporting deadlines and effectively manage own workload
- Can demonstrate ability to build and maintain relationships internally and externally