Role Description

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| **Role Title:** | Purchase Ledger Administrator | **Department:** | Finance |
| **Reports To:** | Financial Controller | **Last Updated:** | 16/02/21 |

# Role Purpose

The role provides essential financial support to Cambridge Enterprise and Cambridge University Technical Services, recording all financial transactions on behalf of these subsidiary companies which manages technology transfer activities for Cambridge Enterprise on behalf of the University. Annual turnover for these groups is circa £11m. Approximately 3,000 invoices are processed and paid per annum, across both companies.

# Main Responsibilities

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|  | Key duties and responsibilities |
| 1. 1 | * + Maintenance of the accounts payable function, working to deadlines   + Processing of supplier invoices, coding by nominal, department, project number and CMS (case management system) reference   + Reconciling supplier statements and dealing with queries   + Correctly accounting for VAT on invoices   + Set up new supplier accounts and maintain existing account details within the purchase ledger   + Processing monthly payment runs via BACS   + Sending out payment remittances   + Ensuring invoices for recharge are highlighted   + Liaising with suppliers, dealing with queries efficiently and promptly   + Responsibility for Petty Cash distribution and recording   + Processing and payment of employee expenses   + Some sales invoicing and credit control will also be required in cases of holiday or sick leave   + Keeping filing systems up-to-date |

Person Specification

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|  | **Essential** | **Desirable** |
| **Company Competencies**  Ambition/ Effectiveness | Achieves targets and completes work items and projects accurately in a timely manner.  Use of initiative to resolve problems and queries. |  |
| Customer Focus | Understanding of internal and external clients and how to meet their needs.  Being polite, courteous and helpful to staff and clients. |  |
| Team Working/ Flexibility | Provides guidance and trains new users on the use of sage.  Explains processes and filing systems as needed. |  |
| Decision Making | Prioritisation of workload |  |
| Problem Solving | Income identification for recharged costs and for project accounting purposes. |  |
| Knowledge, Skills and Experience | Part qualified with a recognised accounting body, or by experience.  Experience in an Accounts Office with specific experience in purchase ledger  Knowledge of Microsoft Word & Excel, plus Sage Accounting  Good interpersonal skills with ability to deal with academics and administrators at all grades as well as external suppliers and other members of the public.  Discretion in handling confidential information. |  |