

<b>ROLE</b>	<b>Purchase Ledger Clerk</b>
<b>STATUS</b>	<b>Full-time (based at the head office in Bolton)</b>
<b>HOURS</b>	<b>37.5 hours/week</b>
<b>RESPONSIBLE TO</b>	<b>Finance Manager</b>
<b>SALARY</b>	<b>£18,500 to £21,000</b> (depending on experience)

## THE ROLE

As a member of the finance team, you will serve as an important line of communication to the wider teams within the organisation. You will have a varied role whereby the core function will be to own the full purchase order process end to end; this will include liaising with different departments in the charity, understand the needs of each specific request and ensuring value for money is achieved. You will also process purchase invoices ready for payment and have involvement in creating and implementing new systems.

## MAIN DUTIES

- Owning the Purchase Orders process end to end
- Liaising with staff across the organisation with regards to product specifications to ensure the items are fit for purpose.
- Ensuring all policies and procedures are being followed – communicate any updates to the wider teams appropriately.
- Building strong commercial relationships with supplier to get the best possible deals.
- Ordering the products in a timely manner managing deadlines and timescales of multiple stakeholders along the process.
- Setting up the payment run ready for approval
- Report on expenditure by department for visibility of costs incurred on a monthly basis.
- Create a stock management system for head office and sites across the country for visibility of stock available in order to minimise and control wastage/repeat requests.
- Travel to the sites to perform annual stock counts once a system is in place and the process has been effectively communicated to all staff.
- Processing invoices ready for approval.
- Assisting the donations team with processing donations onto the ODS (Online Donation System), especially during the busy periods.
- Manage the floats and petty cash.
- Effectively manage the paperwork and letters received for the finance team; organising them and ensuring all the relevant actions are completed.
- Any other finance Ad Hoc requests.

## **PERSON SPECIFICATION**

### **QUALIFICATIONS**

- Educated to degree level or equivalent (Desirable).
- Meticulous with excellent attention to detail.

### **EXPERIENCE**

- Experience of providing good customer services.
- Experience of inputting data using in computer spread sheets or databases.
- Experience in bookkeeping.
- Proficiency in the use of MS Office and computerised accounting software.
- Basic understanding of accounting processes and procedures
- Ability to work under pressure and meet targets and deadlines
- Ability to produce reports.
- Able to work effectively as part of a team.
- Ability to work with limited supervision.
- Ability to prioritise work and meet deadlines.
- Excellent telephone oral and written communication skills.

### **SKILLS, KNOWLEDGE & ABILITIES**

- Proficiency in the use of MS Office and computerised accounting software.
- Basic understanding of accounting processes and procedures
- Ability to work under pressure and meet targets and deadlines
- Ability to produce reports.
- Able to work effectively as part of a team.
- Ability to work with limited supervision.
- Ability to prioritise work and meet deadlines.
- Excellent telephone oral and written communication skills.

**This post is subject to a Disclosure and Barring Service (DBS) check.**

To apply for this role, email your CV and Covering Letter to [vacancies@uwt.org](mailto:vacancies@uwt.org).

The closing date for applications is **Friday 28<sup>th</sup> May 2021**.