

## **Purchase Ledger Controller**

As a thriving business we have a need for further support and would welcome applicants who have a “can do” attitude and a positive and friendly disposition. We work in a fast pace exiting environment, as a hard working energetic team. If you have these attributes we would love to hear from you.

### **Key Accountabilities**

- This role is primarily responsible for aspects of the accounts payable function for all specified entities within the business.
- To assist with and support other key areas of the financial accounting team tasks as specified
- To fulfil all aspects of the role as prescribed in the detailed role profile
- To always follow standard business processes

### **Key Duties and Responsibilities**

- Administration of accounts payable ledger; facilitate the maintenance of timely and accurate data on Xero software
- Processing of supplier invoices and credit notes.
- Respond to supplier queries by phone and/or email
- Liaise with suppliers to resolve invoice queries and ensure correct coding for all invoices
- Process employee expenses on the PGI ledger
- Continually reviewing and suggesting process improvement opportunities to ensure efficiency and excellence within the function.
- Assist in PGI continuous improvement initiatives and follow new processes as defined, in line with business changed
- Management of the PGI mailbox ensuring all emails are dealt with promptly
- Completing PGI month end process including: ability to reconciliation of accounts payable reports to associated general ledger accounts
- Processing any required journals associated with month end reconciliations
- Liaise with design department on order /invoice queries
- Reporting to MD while working along side the Operations Manager
- Provide cross skills cover for colleges where needed

This role would suit someone with experience working in accounts payable, who wishes to work in a small, friendly yet professional team. These part time hours might appeal to someone who has commitments either side of the day

### **Qualifications & Experience**

- AAT qualification (part of full) would be desirable
  - Detailed knowledge of Accounts Payable function
  - Accounting and reporting software Xero
  - High volume transactions
  - Working to tight deadlines
  - Understand month end procedures and reconciliations
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- Good verbal and written communication skills
  - Proficient in Xero and Apple Mac essential
  - High level of accuracy
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- The role is part time Tuesday to Friday (hours to suit across these 4 days) close to the City Centre
  - This is an office based role
  - Salary £23k per year - pro rata on 16 hours per week
  - Pension
  - Other staff discounts
  - All applications including full CV and cover letter to [personnell@paulagundryinteriors.co.uk](mailto:personnell@paulagundryinteriors.co.uk)
  - \*We regret we will be unable to respond to all applicants, however if you are successful we look forward to contacting you.