

Role Definition

Job Title: Accounts Assistant (Purchase Ledger & Expenses)
Reporting to: Finance Manager on a day to day basis and ultimately to the Finance Director

This is a rotational Purchase Ledger and Expenses role within a team of four with exposure to all aspects of Accounts Payable Function.

Purchase Ledger Responsibilities

- Management of supplier accounts
 - Code and process a high volume of supplier invoices in numerous different currencies (average of 400 – 500 invoice per week by the team)
 - Pay supplier invoices (BACS and Direct Debit, International Transfer and Cheque)
 - Supplier statement reconciliations
 - Manage supplier and internal queries efficiently
- Month end close
- Ensure all internal control procedures and standards are complied with
- Work with key business stakeholders to ensure the accounts payable function is running smoothly
- Maintain internal control logs and databases
- Undertake other ad hoc duties as may be required from time to time

Expenses Responsibilities

- Processing of expenses and matching to receipts in line with Foster + Partners policy
- Preparation of the twice monthly expenses payment run
- Posting correcting journals as required
- Credit card statement distribution and posting of transactions
- Administering currency advances and returns, processing the associated paperwork and transactions, along with ensuring sufficient currency stocks are in place
- Reconciliation of currency counts
- Posting currency receipts from currency provider
- Deal with queries from staff in relation to expenses, currency advances/returns
- Prepare and send monthly staff purchases report to payroll
- Undertake other ad hoc duties as may be required from time to time

Qualities and Skills required

- Previous experience of working in a high-volume purchase ledger role.
- Previous exposure to multi-currency transactions
- Excellent organisational skills, with the ability to manage time and tasks efficiently
- Ability to manage sensitive and sometimes confidential information
- Experience of working in an international business
- Experience of working in a manual processing environment
- Ability to deal well under pressure.
- Able to build good relationships both internally with staff members and externally with suppliers
- Excellent written, numerical and verbal communication skills
- Good attention to detail
- Demonstrate initiative, self-motivation and a proactive approach to daily tasks

- Computer skills including typical accounting and office software including email Microsoft Excel and Word.
- Flexible attitude

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work

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