**Purchase Ledger Manager**

Key Deliverables:

* Ensure accurate maintenance of Creditor accounts for each supplier.
* Reconciliation of Systems and bank accounts for payment related transactions.
* Analyse PO status’ to ensure invoices are received and posted, or orders closed.
* Monitor and report on aged creditors to ensure payments are made on time.
* Ensure resolution of Supplier issues and liaise as required.

Main Duties:

Ensure accurate Creditor accounts for each supplier:

* Ensure invoices not requiring PO’s are posted directly to the ledger.
* Ensure all payments are posted daily to Netsuite from bank statements.
* Investigate/Resolve invoices without PO’s with the appropriate person at the Settings/Department.
* Process authorised PO’s to invoice as they are received.
* Set up new accounts as required on Netsuite.
* Investigate and resolve or escalate queries on the Supplier accounts.

Reconciliation of Systems and bank accounts for payment related transactions.:

* Ensure all payments are posted to Netsuite and reconcile in the bank module.
* Ensure Reconciliation of Supplier statements to Netsuite and differences resolved.

Analyse PO’s to ensure invoices are received and posted:

* Monitor and chase authorisers as necessary when invoices are received.
* Analyse and report on settings performance of raising POs.
* Check non PO invoices agree with budget/contracts in place.
* Liaise with Settings administrators to check received non billed PO’s are still Outstanding.
* Close completed PO’s with outstanding balances when no longer required.

Monitor and report on aged creditors to ensure payments are made on time:

* Review and report on aged creditors weekly.
* Review statements and reconcile to ensure accuracy and completeness of payment runs.

Resolve Supplier issues and liaise as required:

* Advise on accounts where there are unresolved issues.
* Recommend action as required to ensure completeness of information.
* Follow up individual accounts and liaise as necessary to maintain accuracy.

Qualities:

Effective communicator at all levels.

Ability to take the initiative and manage Purchase Ledger team.

Positive and proactive approach to tasks and challenges.

Excellent numerical and analytical skills.

Ability to plan, prioritise and meet deadlines.