**Purchase Ledger Assistant**

Key Deliverables:

* Maintaining accurate Creditor accounts for each supplier.
* Reconciliation of Systems and bank accounts for payment related transactions.
* Monitor PO’s to ensure invoices are received and posted.
* Monitor and report on aged creditors to ensure payments are made on time.
* Resolve Supplier issues and liaise as required.

Main Duties:

Maintaining accurate Creditor accounts for each supplier:

* Post invoices not requiring PO’s directly to the ledger.
* Post all payments 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 the invoices 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.
* Reconcile Supplier statements to NetSuite and resolve differences.

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

* Monitor and chase authorisers as necessary when invoices are received.
* Check that supplier invoices agree with PO’s raised.
* Check non PO invoices agree with 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, with firm but sympathetic manner.

Ability to take the initiative and a strong team player.

Positive and proactive approach to tasks and challenges.

Excellent numerical and analytical skills.

Ability to plan, prioritise and meet deadlines.