



## JOB DESCRIPTION

### Purchase Ledger Clerk

<b>JOB TITLE</b>	Purchase Ledger Clerk
<b>LINE REPORT</b>	Finance Manager
<b>LOCATION</b>	CAMDEN OFFICE, STONELEIGH TERRACE, N19 5TY
<b>JOB &amp; COMPANY INTRODUCTION</b>	
<p>GEM is a London-based SME delivering mechanical and electrical services for both the public and private sector. We provide a variety of services from one off installations and servicing, to capital investment schemes and planned preventative maintenance programs with an emergency call out service 24 hours a day, 365 days of the year.</p> <p>We are looking to recruit an Accounts payable / Purchase Ledger Clerk to help with the many administrative duties linked to our Finance department.</p> <p>The role is full-time (42.5 hours per week) and the role holder must be an experienced Accounts payable / Purchase Ledger Clerk with the ability to fulfil the duties outlined in the Key Responsibilities section.</p>	
<b>KEY RESPONSIBILITIES</b>	
<ul style="list-style-type: none"><li>➤ Check and process high volumes of purchase invoices.</li><li>➤ Matching invoices with purchase orders</li><li>➤ Posting and allocating invoices to purchase ledger.</li><li>➤ Liaising with suppliers / dealing with any invoice queries.</li><li>➤ Ensuring invoices are up to date and correctly coded.</li><li>➤ Preparing payment runs.</li><li>➤ Supplier statement reconciliations to ensure all invoices are captured.</li><li>➤ Assisting finance team with audit, receive and sort post and other ad hoc queries.</li></ul>	
<b>QUALIFICATIONS</b>	
<b>Essential</b> <ul style="list-style-type: none"><li>➤ GCSE in Maths and English grade A-C</li><li>➤ NVQ Level 2 in a finance-related qualification</li></ul>	
<b>Desirable</b> <ul style="list-style-type: none"><li>➤ AAT or any other accounting certification.</li></ul>	
<b>KNOWLEDGE, SKILLS AND EXPERIENCE</b>	

### Knowledge

- An understanding and appreciation for the importance of prioritising workload and having attention to detail in all finance-related work.
- Knowledge of finance in a building services/construction business is advantageous but not essential.

### Skills

- Great communicator, who can turn technical jargon into information understandable to different audiences of GEM (staff, clients, customers etc.).
- Has the ability to keep meticulous book-keeping records where applicable.
- Have strong problem-solving skills.
- Have excellent attention to detail skills
- Being organised, keeping your workplace/station clean and tidy.
- Able to thoroughly examine and investigate issues that arise or are questionable
- Able to learn new processes in a reasonably fast-paced way.
- Competent in Microsoft Office suite (most importantly Excel and Word - Intermediate level).
- Able to communicate to all levels within a business

### Experience

- 1-2 years of experience in an Accounts Payable / Purchase Ledger role.
- Experience of working with Sage or equivalent accounting package.
- Experience of working to tight deadlines
- Experience of working under pressure.

## **SPECIAL FACTORS**

The successful candidate will...

- Be flexible in their work approach to working hours. May be asked to work outside of normal working hours as and when required for GEM to meet its commitments to its contracts. Any overtime will be compensated.
- Be fluent in English.
- Be prepared to undergo an Enhanced DBS check as per GEM's terms of employment.