Royal Star & Garter
Care with courage

Job Description

Job Title: Purchase Ledger Accountant

Location: Hybrid working with 2-3 days in the Twickenham office

Reports to: Financial Controller

Hours: Full time, 35 hours per week.
Flexible working arrangements will be considered.

Main purpose of the job

1. Ensure high quality and timely invoice processing.
2. Ensuring accurate and timely payment to suppliers.
3. Maintaining strong controls on payments.
4. Be the first point of contact for suppliers and resolve their queries.
5. Deliver continuous improvement in purchase to pay cycle.

Key responsibilities

1. Invoice processing

1.1. Ensure all purchase invoices are being captured.
1.2. Accurate and timely processing of invoices into the finance system.
1.3. Maintain controls in the purchase ledger.

2. Payment processing

2.1. Ensure suppliers are paid accurately and according to agreed terms.
2.2. Ensure payment controls are being adhered to.

3. Supplier relationship management

3.1. Answer Supplier queries in a timely and professional manner.
3.2. Verify Supplier bank details.
3.3. Supplier statement reconciliations.

4. Budget holder management

4.1. Ensure budget holders are able to approve invoices in a timely manner.
4.2. Collaborate with internal departments and suppliers to resolve invoice and payment discrepancies.
4.3. Responsible for training budget holders on approvals.
4.4. Maintain approval workflows ensuring correct delegations
4.5. Apply approval thresholds according to finance rulebook.

5. Other tasks
5.1. Direct Debit postings.
5.2. Support in the year end audit.
5.3. Month end purchase ledger closing including reconciliations.
5.4. Prepare Creditor aging reports.

We reserve the right to update and amend this job description to ensure it accurately reflects the role as it evolves. We aim to agree changes with the member of staff although we reserve the right to implement reasonable changes after appropriate consultation.

Our Values

We are a values based organisation and strive to demonstrate this in all we do:

With love	We carry out our work with love, care and compassion
Living positively	We are optimistic in everything we do, supporting veterans and their partners in leading happy and fulfilled lives
As a family	We work and live as one team, one family, one community
Standing in their shoes	We show admiration and respect for people and never forget what they have done
Take courage	We are not afraid to do what's right and what is needed

Person Specification

Essential behaviours / characteristics:
Committed to an open, professional and respectful culture
Excellent, clear and confident communicator both verbally and in writing
Resourceful and creative problem solver
Organised, practical and hands on
Tactful, insightful and results orientated
High level of accuracy and attention to detail
Ability to prioritise and manage multiple tasks

Essential experience:
5 years+ Accounts Payable Experience
Deep understanding of the purchase to pay cycle
Strong knowledge of accounts payable processes and controls
Improving efficiency and effectiveness in a digital environment
Systems or project implementation and testing

Desirable experience:
Microsoft Business Central
Document capture software
Flexible during periods of change