

## Job Description

Position: **Accounts Assistant – Apprentice**

Reporting to: Ledger Manager

Purpose/Role: To ensure correct posting and payment of supplier invoices – in line with Company policy and supporting the accounts function.

Key Aims and Objectives:

- Assist in smooth running of Finance Department
- Perform tasks with work priorities and general instructions provided by the manager

Prime Role and Duties:

The purchase ledger clerk will be expected to be conversant with the following range of duties:

- Inputting supplier invoices including staff expenses
- Payment of supplier invoices
- Checking and reconciling supplier statements
- Assist in the resolution of invoice queries
- Liaising with Stakeholders
- Filing of supplier invoices

Allied Occasional Duties:

- Covering for absent colleagues
- Provide data to department management as requested

Key Internal Interfaces:

- Accounts colleagues
- Procurement Colleagues

Core Competencies:

- Accurate input of data into computer
- Good communication skills written and verbal