

JOB DESCRIPTION

Job Title: Purchase and Sales Ledger Controller

Department: Finance

Reports to: Financial Controller

Based at: Trinity Business Centre

1. PURPOSE

A member of a small professional team, providing sound management of our various purchase and sales ledgers in accordance with the Society's requirements, good accounting practice and agreed specific competencies.

2. KEY ACCOUNTABILITIES

2.1 PURCHASE LEDGER:

- Maintain purchase ledger, record invoices/cheque requisitions and make payments by cheque where appropriate.
- Update purchase ledger with all journal adjustments, e.g. concerning foreign payments, difference on exchange, sundry receipts and month end transfers.
- Check supplier statements and deal with any queries.

2.2 SALES LEDGER:

- Preparing sales invoices/credit notes using PS Distribution software and certain defined VAT rules.
- Assisting in all matters connected with credit control, including the creation/sending out of monthly statements/credit control letters, chasing outstanding monies by telephone, etc.
- Deal with any queries.

2.3 OTHER FINANCIAL RESPONSIBILITIES:

- Expenses processing (including the reconciliation of monthly credit card transactions).

2.4 BACK-UP RESPONSIBILITIES

To effectively and efficiently provide cover in these areas when other teams members are away from the office:

- Nominal Ledger maintenance
- Key account reconciliations
- Payroll maintenance
- P11Ds
- VAT returns
- Investment ledger

2.5 MISCELLANEOUS RESPONSIBILITIES

- Participate fully in the corporate life of Bible Society, including attending staff worship services, all staff meetings and department meetings as required.
- Carry out ad hoc duties which may be required to ensure Bible Society maintains its effectiveness.

3. KNOWLEDGE, SKILLS AND QUALIFICATIONS

- Preferably CIMA Certificate in Business Accounting or equivalent
- Sound knowledge of purchase ledger
- Sound knowledge of sales ledger/credit control
- Some knowledge of expenses processing
- Some knowledge of payroll and PAYE
- Some knowledge of VAT
- Good reconciliation skills
- Ability to be highly organised, prioritise work and meet deadlines
- Excellent IT skills and able to use various Microsoft and accounting packages as well as some exposure to external internet systems i.e. NatWest Bankline & PayAway
- Accurate and numerate with good keyboarding skills
- Basic accounts and double entry bookkeeping knowledge
- Enquiring mind and excellent attention to detail

4. PERSONAL ATTRIBUTES

- Willing to quickly learn new internal accounting systems
- Maintain good relationships with both internal and external customers and suppliers
- Team player – dependable, flexible, professional and committed to the highest standards in work
- Self-motivated, proactive and initiative-taker
- Doing all the above with a commitment to setting compelling standards of best practice, while working in a Christian culture