

## CAREER OPPORTUNITY

### JOB TITLE:

Purchase Ledger Clerk

### REPORTING TO:

Finance Manager



### Background

Agilitas IT Solutions Ltd is the leading European innovator of customer driven inventory-as-a-service solutions. Passionate about delivering first class IT services on behalf of our customers, we have been helping the major OEMs, IT resellers and managed service providers extend their service capability and improve service delivery levels to their customers for over 25 years.

We manage spare parts inventories across server, storage and networking technologies and deliver complementing technical services to customers across 41 countries and to over 10,000 locations throughout Europe including cloud services, technical training, technical support, product repair and specialist engineering resource.

### Accountabilities

#### Purchase Ledger (90%)

- Raise purchase orders and code for non-stock items e.g. carriage and overheads
- Supplier statement reconciliations
- Raise mid and month end payment runs
- Daily interface of invoices and credits raised on ERP system into finance system
- Purchase invoice processing (log and match)
- Chase RMAs and follow through to obtain credit note from supplier
- Month end procedures and ledger management including month end control checks e.g. debit balances, GRNI, review purchase ledger
- Match Barclaycard payments to invoices and ensure purchase orders raised
- Paypal administration of receipts and payments
- Query resolution
- Review and develop reporting and procedures to ensure best practice
- Setting up new supplier accounts and maintaining existing account details
- Data Entry
- Maintaining strong relationships with suppliers

#### General (10%)

- Work with Finance Manager to develop and improve Processes, Best Practice
- Agree and Meet Targets and Objectives
- Work with other departments to develop best practice and procedures to allow further growth of company

### Critical Success Factors

- Review and Improvement to Procedures and Documentation of Processes
- Work with Finance Manager to ensure the continuous supply of services to the business are maintained
- Timely settlement of creditor ledger after statement reconciliation
- Deadlines and KPI's are met

### Essential Qualifications, Skills and Experience

- Accounts payable > 2 years experience in an SME environment
- Good IT skills, especially on Excel
- Ability to adapt and be flexible to changing demands
- Self Motivated & Confident in your approach with ability to work on your own
- Excellent communication skills
- Solid team working skills

### Desirable Qualifications, Skills and Experience

- Experience and understanding of I.T. industry
- Familiar with Microsoft Dynamics Great Plains Financial Systems or similar

### Hours of work

37.5 hours per week Monday to Friday in a hybrid model following training.



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### Key Contacts

#### Internal (70%)

**Contact** Finance Team, Operations, Purchasing, Sales Team

**Purpose** Finance team liaison and contact with other departments as required to resolve queries

#### External (30%)

**Contact** Suppliers, Finance Outsource Teams

**Purpose** Query escalation, Payment confirmations

### Benefits

As well as being a great place to work with a friendly and helpful team, we offer the following benefits:

- A competitive salary.
- Employee Share Option Plan.
- Entry into our NEST pension scheme.
- 25 days annual leave.
- Additional ½ day birthday holiday
- Cycle to Work Scheme.
- Death in service (2 x salary).
- Employee Cash Plan (including 24/7 Employee Assistance Programme, contribution to everyday healthcare and complementary therapies, 24 x7 access to Virtual GP, stress management, counselling, access to 1000s of retailer discounts)
- Regular away days and social events.
- Quarterly and annual awards.
- Invitations to award ceremonies and partner events.

We are based in Nottingham at Glaisdale Parkway which is situated on the west side of Nottingham located approximately 4 miles to West of the City Centre via the A609 and 4 miles from the M1 with convenient access to junctions 25 and 26. The area is very well connected for public transport with numerous bus routes in close vicinity.

