



Purchase Ledger Manager

JOB DESCRIPTION

Job title	Purchase Ledger Manager
Department	Accounts
Responsible to	Regional Finance Director

POSITION SUMMARY

The Purchase Ledger Manager will be a systems-driven individual to oversee the entire purchase ledger function. They will lead a dedicated transactional team, optimise end-to-end processes and maintain robust internal controls to safeguard company cashflow; using IT and systems innovations to deliver accurate, efficient and timely processing of orders, supplier invoices and payment runs.

KEY WORKING RELATIONSHIPS

Finance Director, Regional Finance Directors, Head of Financial Reporting, Tax and Compliance, Purchase Ledger team, Payroll Supervisor and team, Management Accountants, wider finance team, Regional Directors and teams, Head Office Commercial team, Head Office IT team, External Advisors including auditors, software suppliers and HMRC, Supply Chain.

MAIN DUTIES

Management of Purchase Ledger Processing

- Invoice Processing Management: Oversee the accurate processing of high-volume supplier invoices, credit notes, purchase orders and contra charges, in a fast-paced environment.
- Payment Processing: Manage multiple BACS payment runs, ensuring timely vendor payment. To include review of payments due and escalation of queries regarding cashflow to appropriate senior staff.
- Period End Close: Manage and communicate period end processes, liaising with other finance colleagues ensuring awareness of implications for the wider business.
- Problem solving: Lead and coordinate resolution of queries arising from the purchase ledger team, escalating only where necessary.
- Reconciliations: Ongoing review of ledger balances to resolve discrepancies.
- Internal Controls: Ensure all internal policies and procedures are adhered to, minimising risk to the business from fraud, error and other irregularities.
- Adaption: Constantly monitoring progress and adapting approach to meet business needs.

Systems Management, Process and Improvement

- Foundation: Draw upon strong IT and systems knowledge to ensure accuracy, efficiency and consistency of processing.
- Development: Work with wider finance, commercial and IT teams to develop and enhance systems approach and efficiency, including production/contribution to change request documents to upgrade functionality of IT systems to meet business needs.
- Represent finance team: Lead in meetings relevant to purchase ledger and on development of integrations with other business systems.
- Innovation: Produce and present proposals to senior management for process improvement.
- Resolution: Liaise directly with software providers to resolve day-to-day issues.
- Enhancement: Modernise workflows to reduce manual intervention and assist with the implementation of construction software systems.
- Software proficiency: Draw upon Microsoft environment skills to produce reports for senior management, review and drive efficiency. Explore and utilise existing functionality within the system to drive further efficiencies.

Team Leadership

- Team Management: Mentor and develop all team members, set performance targets and manage daily workloads to meet business needs.
- Understanding: Recognise individual strengths to allocate work to optimise efficiencies and outcomes.
- Environment: Create a positive, can-do environment for the team, with an approachable attitude. Foster good relationships throughout.
- Training: Provide ongoing support and training to the purchase ledger team and wider business need as it relates to purchase ledger.
- Deadlines: Proactive approach to ensure targets are met in good time for monthly deadlines, including appropriate allocation of work to fulfil cutoff requirements.
- Time management: Early assessment and action where deadlines appear challenging and escalation to senior finance team, supported by proposals for resolution.
- Communication: Excellent interpersonal skills to build internal and external relationships and resolve disputes in a timely manner.

Taxation

- VAT and CIS: Draw from existing knowledge of VAT and CIS in relation to construction activities to ensure correct tax treatment. Mentor and develop skills and knowledge of wider PL team in this area. Liaise with Head of Financial Reporting, Tax and Compliance on relevant legislation and specific queries.
- Corporation Tax : General understanding of tax treatment of tax sensitive items and escalation of queries. Apply knowledge to ensure correct coding.

Compliance

- Knowledge of relevant legislation including Payment Practices Reporting, Corporate Criminal Offence, IR35, Money Laundering, Cyber Security.
- Auditors : Liaise closely with auditors as primary point of contact for Purchase Ledger.

It is a requirement of Bloor Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.