



Purchase Ledger Manager

PERSON SPECIFICATION

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Job title	Purchase Ledger Manager
Responsible to	Regional Finance Directors

	ESSENTIAL	DESIRABLE
EXPERIENCE	• Sole responsibility of the life cycle of purchase process and team. • Experience within the construction sector • CIS and VAT experience. • Proven record of leadership and management of a sizeable Purchase Ledger team. • Extensive experience of Accounts software packages, e.g. Microsoft Dynamics or similar e.g. SAP, COINS, Sage, or any other Accounts Payable automation. • Extensive experience and proficiency within Microsoft environment, including advanced Microsoft Excel • Significant experience in leading system changes management/implementation. • Experience of integration of Purchase Ledger with other systems. • Strong relationships with internal stakeholders i.e. management, regional staff • Liaising with external stakeholders including suppliers and regulatory bodies such as HMRC and external auditors. • Experience with a high volume of transactions necessitating efficient IT solutions. • Partner with internal Commercial team to improve supplier onboarding, payment terms and compliance with purchasing policies.	• Specific housebuilder experience • Experience of Microsoft Dynamics accounts software / Business Central. • Design, implement and maintain Jet reports to assist with delivery of overall Purchase Ledger function.
QUALIFICATIONS	• AAT, higher qualification or relevant experience in this role.	

KNOWLEDGE & SKILLS	• Ability to modernise workflows reducing manual intervention and assisting with the implementation of construction ERP systems. • Constantly seeking process improvements and best practice. • Manage, mentor and develop the purchase ledger team, setting clear objectives and conducting regular performance reviews. • Conflict resolution and strong communication skills to handle key suppliers and internal stakeholders. • Ability to present ideas of future PL improvements to Senior staff. • Ability to deliver training to immediate team and wider business on any changes to internal purchase processes, plus instruct new starters. • Ability to take sole responsibility for enforcing robust internal controls and accounts payable policies to mitigate risks of fraud and duplicate payments. • Proactively investigate unallocated cash items, debit balances and payment on accounts issues whilst maintaining the accuracy and integrity of supplier's ledger balances.	
ATTRIBUTES	• Foster a culture of proactive, continuous improvement and accountability. • Ability to organise team to meet business/commercial deadlines without reliance on wider Finance team. To include liaison with Regional Directors in good time to ensure unauthorised invoices are processed and paid in a timely manner. • Ability to communicate well at all levels and to adapt style to suit audience and situation. • Ability to recognize when escalation or involvement of senior finance team is required to ensure relevant staff are involved in and aware of situations. • Represent wider Finance team in key meetings regarding development of systems and future innovations and integrations. • Keeping abreast of changes to relevant legislation.	