

FREEMANS

· EVENT PARTNERS ·

EST 1975

Purchase Ledger

LOCATION: Head Office - Gloucester

REPORTS TO: Finance Team Leader

WHO WE ARE

Freemans Event Partners are the leading provider of event and stadium public catering in the UK. We operate at over 4000 events a year, working in partnership with prestigious sporting and entertainment venues such as Silverstone and Wembley, and enjoying excellent supplier relationships with market-leading brands

OVERALL PURPOSE OF THE JOB

Reporting to the Finance Team Leader, the Purchase Ledger will provide accurate and timely transactional processing for all Freemans' entities, to include purchase invoices.

MAIN DUTIES AND RESPONSIBILITIES

- Processing of purchase invoices ensuring that they are 3-way matched to purchase orders where appropriate.
- Invoice logging and sending out to relevant departments for approval.
- Processing overhead invoices, ensuring coding into the nominal ledger and VAT and approval is correct.
- Engaging with all divisions professionally and effectively, managing time to deal with any queries promptly, and relaying to suppliers.
- Following up issues in a timely manner.
- Answering internal/external calls positively and professionally.
- Maintaining current supplier payment terms in Sage 50.
- Raising and reconciling Intercompany Debtors/Creditors and nominal ledgers monthly.
- Downloading Direct Debit invoices taken by suppliers.
- Checking Aged Creditor reports weekly to ensure all payments allocated.
- Checking outstanding invoices out for approval and chasing up weekly.
- Reconcile supplier statements to purchase ledger.
- Purchase orders to Statement Reconciliation.
- Manage accounts payable inbox.
- Monthly KPI's by Division raising any issues as they arise.
- Provide support for departmental colleagues as required and any other duties that may be required from time to time for the smooth running of the business
- Build a knowledge sharing relationship with divisions to help towards smoother processes.



KNOWLEDGE, EXPERIENCE & SKILLS REQUIRED

Essential

- Competent invoice postings and reconciliations and resolving of any issues arising.
- Demonstrable experience of all aspects of purchase ledger processes.
- Fully ICT literate and competent in Excel to at least Intermediate level, with the ability to manipulate data from other sources.
- Excellent planning and time management skills with ability to consistently meet exacting deadlines.
- Good communication and interpersonal skills with the ability to build effective business and customer relationships (both in person and at a distance).
- High level of numeracy and literacy.

Desirable

- Fully competent in the use of Sage 50 accounts, with proven experience in terms of entering data and producing reports.
- Experience of working within a Group of companies.
- Fully AAT qualified.
- Full UK driving license.

ABOUT YOU

- Tenacious with an eye for detail.
- Ability to work autonomously and use initiative to resolve issues but escalate problems or questions as appropriate.
- Resilient, independent, positive, self-motivated.
- Personable, team player.
- Open-minded, willingness to "muck in".
- Ability to work under pressure.

BEHAVIOURS & VALUES

- We are driven to deliver
- Open and honest team
- Always promote good practice
- Personal accountability
- Courage to challenge
- Work as one team

