

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Purchase Ledger Co-ordinator</b>
<b>NAME OF JOB HOLDER:</b>	
<b>REPORTING TO:</b>	<b>Accounts Controller</b>
<b>PRIMARY RESPONSIBILITIES:</b>	<b>Working within guidelines, codes of practice and Company policy in order to ensure that specific areas of responsibility under the control of the Purchase Ledger Co-ordinator are maintained, reported upon and appropriate actions taken as per the summary of duties and responsibilities laid out on this job description.</b>

### **Summary of Duties and Responsibilities:**

1. Responsible for Purchase Ledger integrity i.e. matching, checking, inputting onto system and for ensuring that Bought Ledger accurately reflects liabilities of the company(s) at any one time.
2. Responsible for invoicing onto system expense invoices and for issuing of the invoices to relevant levels of authority for authorisation and payment.
3. Ensuring that monthly computerised cheque run is carried out as required and also responsible for the raising of manual cheques (when authorised and required).
4. Responsible for preparation of end of month bought ledger closedowns.
5. Responsible for Petty Cash and maintenance of appropriate ledgers and records.
6. Responsible for maintaining Company Cash Book for Company Accountants.
7. Responsible for liaising and inter linking with the Operations Co-ordinator in job objectives.
8. To be aware of ISO 9001.2000 Company Procedures appertaining to Accounts Department functions.
9. To cover Credit Control in times of the Credit Controller's holiday, sickness or other absence as agreed with the Managing Director.

10. Maintenance of Accounts Department Management Statistics Information as required.
11. To cover for daily invoicing processes in times of Accounts Co-ordinator's holiday, sickness or other absence as agreed with Managing Director.
12. Responsible for daily banking recorded details.
13. Responsible for monitoring of correct usage and reconciliation of credit card transactions.
14. Responsible for haulage analysis each month.
15. Any other reasonable duties requested by Management.

**Signed for and on behalf of Merton Group UK Ltd**

**Signed by employee – confirming that employee is in agreement with details as laid out in this job description and will carry out duties and responsibilities at all times.**

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**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_