**Role Description & Person Profile**

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| **Job Title** | Purchase Ledger Administrator – Generic |
| **Reports to** | Purchase Ledger Team Leader |
| **Business** | AB Agri Central |
| **Location** | Peterborough |
| **Direct & Indirect Reports** | - |
| **Budget Responsibility** | No |

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| **Role Overview**  Impact Statement | The role of Purchase Ledger Administrator – Has responsibility for managing the processing of all invoices for all divisions of Ab Agri as assigned by the TL. |
| **Key Responsibilities** | * Direct-coding and posting high-value invoices within a fast-paced environment in an accurate & timely manner. * Processing of Self Billing Invoices as per schedule. * Processing of rent / prepayment/ provisional invoices as per contracts. * Management of the P2P Matching process with identification and resolution of exception items. * Timely identification, escalation and resolution of queries involving liaising with internal staff and external suppliers, via management of Purchase Ledger Query mailboxes. * Ensuring invoices are prioritised in line with defined Supplier due dates / payment schedules. * Month-end tasks * Support statement reconciliation & GRNI Process. * Support resolution of open DR / CR balances. * Maintain up to date Standard Operating Procedures. * Additional ad-hoc duties relating to the Purchase Ledger function |
| **Key Stakeholders** | **Internal Stakeholders**  Purchase Ledger team, AB Agri divisions  **External Stakeholders**  Suppliers & Hauliers |
| **Other Factors**  Travel, shift pattern, working hours, Licence type etc. |  |

**Person Profile**

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| **Required experience, qualifications, and necessary knowledge** | |
| **Essential** | **Desirable** |
| • Purchase Ledger Function  • Experience of working in a high-volume environment. | • Basware  • SharePoint  • Financial Controls |

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| **Key Behaviours** | • High level of Accuracy and Attention to Detail  • Ability to Manage High Workloads  • Strive to Continuously Improve  • Ability to Communicate at all levels  • Ability to Prioritise  • Ability to work to tight deadlines |
| **AB Agri High Performance Framework** | Our high-performance framework is a set of guiding behaviours which have been created with people from across our businesses to enable great performance across the organisation. The focus is on what you can do to demonstrate high performance in your role, as well as the behavioural inputs to assist you getting there.   * Pioneering – Curious, spirited and bold. We lead the right way. * Excellence – We seek excellence in all that we do. * Growth – We create ways for our people and customers to thrive. That’s how we keep making a difference. |