

## Role Description & Person Profile

Role	
<b>Job Title</b>	Purchase Ledger Administrator – Generic
<b>Division</b>	Central Finance
<b>Department</b>	Purchase Ledger
<b>Location</b>	Peterborough
<b>Team Structure</b> Reports to, direct reports, etc.	Report to: Purchase Ledger Team Leader
Description	
<b>Impact Statement</b> The contribution of the role to achieving the overall business objective. Span of impact. Main purpose, focus of the role.	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.
<b>Role Objectives</b> The key responsibilities and key accountabilities of role. (5 to 10 areas)	<ul style="list-style-type: none"> <li>• Direct-coding and posting high-value invoices within a fast-paced environment in an accurate &amp; timely manner</li> <li>• Processing of Self Billing Invoices as per schedule</li> <li>• Processing of rent / prepayment/ provisional invoices as per contracts</li> <li>• Management of the P2P Matching process with identification and resolution of exception items</li> <li>• Timely identification, escalation and resolution of queries involving liaising with internal staff and external suppliers, via management of Purchase Ledger Query mailboxes.</li> <li>• Ensuring invoices are prioritised in line with defined Supplier due dates / payment schedules.</li> <li>• Month-end tasks</li> <li>• Support statement reconciliation &amp; GRNI Process.</li> <li>• Support resolution of open DR / CR balances.</li> <li>• Maintain up to date Standard Operating Procedures</li> <li>• Additional ad-hoc duties relating to the Purchase Ledger function</li> </ul>
<b>Key Stakeholders</b> What are the challenges of the relationships, communication strategies required, etc	<p><b>Internal Stakeholders</b> Purchase Ledger team, AB Agri divisions</p> <p><b>External Stakeholders</b> Suppliers &amp; Hauliers</p>
<b>Scope</b> Depth, breadth of knowledge application, ability to innovate, complexity of tasks, budgetary responsibility.	Role requires an ability to manage a high volume of supplier invoices, with focus on organisation and prioritisation. The role is pivotal to the business with regards to the timeliness and accuracy of all postings.
Person Profile	
<b>Knowledge</b> Consider experience, any formal qualifications genuinely	<ul style="list-style-type: none"> <li>• Purchase Ledger Function</li> <li>• Experience of working in a high-volume environment</li> </ul>
	<b>Essential or Desirable</b>
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necessary or any key areas of knowledge.	<ul style="list-style-type: none"> <li>• Basware</li> <li>• SharePoint</li> <li>• Financial Controls</li> </ul>	D D D
<b>Key Behaviours</b> Consider which of our Guiding Principles are particularly relevant and also any role specific behaviours.	<ul style="list-style-type: none"> <li>• High level of Accuracy and Attention to Detail</li> <li>• Ability to Manage High Workloads</li> <li>• Strive to Continuously Improve</li> <li>• Ability to Communicate at all levels</li> <li>• Ability to Prioritise</li> <li>• Ability to work to tight deadlines</li> </ul>	E  E D E E E
<b>Other Factors</b> Travel, shift working, HGV Licence, etc.		

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