**Role Description & Person Profile**

|  |  |
| --- | --- |
| **Job Title** | Purchase Ledger Administrator – Admin & Expenses  |
| **Reports to** | Expenses, Payments & Vendor Maintenance Team Leader |
| **Business** | AB Agri Central Finance |
| **Location** | Peterborough |
| **Direct & Indirect Reports** | N/A |
| **Budget Responsibility** | N/A |

|  |  |
| --- | --- |
| **Role Overview**Impact Statement  | The Admin and Expenses team audit a large volume of employee expenses each day, Payment runs, Statement Reconciliation, General Ledger Journal Admin, Purchase ledger/banking transactions admin and Vendor data maintenance for all divisions. This role supports the Team Leader in the timely and accurate processing of all transactions by the team. |
| **Key Responsibilities** | * Make sure payments are processed in a timely manner to meet deadlines and schedules.
* Ensure related tasks are prioritised in line with defined Supplier due dates / payment schedules.
* Ensure remittance mailbox is monitored and remittance advice is provided for all payments.
* Support proactive / reactive statement reconciliation & GRNI Process.
* Ensure discrepancies are flagged for investigation by PL Teams.
* All Expense queues are maintained daily with queries investigated and processed in line with the Expenses Policy.
* Support the Business with Expense Policy advice and Training support.
* Provide cover and support for Vendor maintenance to ensure mailboxes are managed and requests are completed within the SLAs.
* Proactive data cleansing of Dormant Suppliers.
* Support the provision of monthly KPI’s and Accurate processing of Purchase Ledger/Banking General ledger journals such as DD, Payments Rejection/Return, Concur uploads and intersystem postings.
* Timely identification, escalation and resolution of queries involving liaising with internal staff and external suppliers
* Month-end tasks
* 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** | * Group Transactions Manager
* Team lead(s)
* Divisional Finance
* Processing Team
* Banking Team
* Suppliers
 |
| **Other Factors**Travel, shift pattern, working hours, Licence type etc. | Work from office 3 days per week (ideally Tuesday to Thursday) |

**Person Profile**

|  |
| --- |
| **Required experience, qualifications, and necessary knowledge**  |
| **Essential** | **Desirable** |
| * Previous experience of working in a Purchase Ledger Function
* Experience of working in a high-volume environment
* Ability to Communicate well at all levels
* Ability to Prioritise
* High level of Accuracy and Attention to Detail
* Ability to manage high workloads
* Ability to work to tight deadline
 | * Financial Controls
* Basware
* Concur
* SharePoint
 |

|  |  |
| --- | --- |
| **Key Behaviours** | * Ability to work at pace
* Ability to drive continuous improvement
* Excellent relationship building skills
* Shows tenacity and perseverance to accomplish
* Ability and confidence to communicate well across all levels
* Confident and enthusiastic manner
* Demonstrable attention to detail
* Supportive and involved team member
* Shows ability to multitask and cope with a high workload department.
* Strong Customer Focus
 |
| **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.
 |