**Purchase Ledger Assistant**

**Job Description**

# Status: Full time Contract terms: Permanent

**Location:** Elstree **Reporting to:** Accounts Payable Supervisor

**Hours:** 37.5 per week **Salary Banding:** £19,000 - £21,000

Flexibility required at certain times of the month depending on work load.

1-hour break permitted per day (as agreed)

# Job Brief

We’re looking for a flexible team player with a keen eye for detail and accuracy to support the Accounts Payable Supervisor in our finance team. You’ll be processing large volumes of emails and invoices as well as using Excel spreadsheets, so a good level of computer literacy is essential as is a positive and friendly telephone manner for when you’re dealing with enquiries from suppliers, team members and leaders.

# Responsibilities

* Processing high volumes of invoices (70% of work done) including but not limited to: entering invoices on to Access Dimensions, reviewing and redistributing incorrectly coded and / or approved invoices, batch collation of invoices to ensure efficient payment, and liaison with Cost Centre Heads regarding priority invoices and expense payments.
* Filing
* Reconciliation of Access supplier records to supplier statements
* Inputting journals for other members of the Finance Team using the Access System
* Head Office petty cash
* Supporting the Purchase Ledger Supervisor in processing petty cash returns and ordering cash deliveries
* Working with the Commercial Manager to support them in processing invoices from different departments
* Reviewing team members’ expense claims and inputting them on to Access for payment
* Adhoc tasks as required by the Finance Team

**Requirements**

# Essential

* Computer literacy
* A high degree of accuracy
* A flexible approach and a willingness to learn, especially where processes and systems could change
* A working knowledge of Excel at an intermediate level
* Ability to process a large volume of emails
* Ability to multi-task, set priorities and manage time effectively
* good telephone manner when dealing with supplier queries, team member and leader queries

# Desired

* Experience of working in a finance department and particularly a purchase ledger section
* Knowledge of basic VAT
* Access Dimensions is preferable

# About the company

HF Holidays is the UK’s largest Walking & Outdoor holiday provider, we specialise in providing walking holidays in the great outdoors in the UK, Europe and Worldwide.

We own and operate 18 UK country houses from Scotland to St Ives from which over 25,000 guests enjoy our UK walking holidays each year. Our holidays are award winning and we have recently been recognised as one of the few holiday companies to be a Recommended Provider by Which.

Our story began in 1913 and we currently employ a team of around 500. Looking after our guests and team is at the heart of everything we do, and our mission is to provide shared holiday experiences which inspire friendship, fun and an active enjoyment of the great outdoors.

We aim to achieve our vision by applying the following values:

Trusted, Collaborative, Exceptional Experiences, Ownership, Inspiring, Passionate and Fun.

# Package

* 1-week free familiarisation visit at any of our country houses for you and your family + up to £50 for travel support
* Free carparking
* 28 days holiday inclusive of Bank Holidays, rising to 33 days after two years
* Discount at outdoors equipment stores
* Discounts on our holidays throughout the world
* Discounts on our holidays for friends and family • Unique opportunity to explore the great outdoors

Closing Date: January 18 th2019

Email CV to: recruitment@hfholidays.co.uk