

Role Profile

Job Title: Purchase Ledger Clerk
Department: Purchasing
Reports To: Purchase Ledger Supervisor
Ref: Ref-010, V2 – 08 Apr 2019

Role Overview

The Purchase Ledger Clerk will work with the wider Procurement and Finance Teams, contributing to the successful delivery of the customer and supplier plan.

Main Duties

- Effectively match all purchase invoices to orders raised by individual departments
- Input all invoices to the system and to ensure purchase invoices are transferred into the accounting system
- Ensure all queries are resolved in a timely manner to minimise accounts being placed on stop with suppliers
- Ensure incoming telephone calls are answered confidently and are efficiently dealt with
- Filing of all purchase ledger invoices and pro-formas
- Process all cheque and bacs payments raised on to the system
- Assisting in any other accounts or office duties
- Assisting in setting-up and opening new supplier accounts
- Posting of all cheque and bacs payments raised on to the system
- Provide admin cover in other areas of the business as required, and/or other duties as deemed reasonable by Management

This is not an exhaustive list and is subject to change and amendment

Competencies to perform the role

- Competent in the use of technology with excellent IT skills, Excel would be advantageous
- Ability to display high levels of numeracy and literacy ability
- An ability to gather, analyse and present financial information in a user friendly manner
- Displaying strong customer focus
- Organisational skills having the ability to manage conflicting priorities
- Enthusiastic and flexible team player with high expectations of self and others
- Able to work under pressure, on own initiative and constantly seek to improve

Experience and Qualifications

- Minimum 1-2 years' experience in a purchase ledger post or working as part of a wider Finance Team with focus on accounts payable/procurement

Other significant role requirements

- Knowledge of Dutch/German language advantageous but not essential

Performing the role in line with the Monaghan Cultural Values:

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people.

2. Forward Thinking: We think ahead and we think for the long term.
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way.
4. Inspiring: We seek out new ways to excite and inspire each other.
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact

Employee Signature _____ **Date** _____