Job description: Purchase Ledger assistant – fixed-term

**Duration:** Fixed-term contract (2months) – part-time role/temporary
**Salary:** £21,157 – pro-rated for part-time working (3 days per week)
**Location:** Flexible
**Reporting to:** Finance and Compliance Manager
**Department:** Charity Services
**Key working relationships:** Suppliers and other UK Youth staff

**Purpose of the job**

The person in this role will carry out invoice processing and provide other support as required within the Finance team.

**Why work at UK Youth?**

UK Youth is a leading charity that exists to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. We work with others to ensure that the youth sector is strengthened, supported, and that provision is youth-led, evidence-informed and delivers high-quality outcomes. UK Youth plays a unique role in addressing; the lack of investment in the youth sector, the lack of cross-sector understanding in how youth work makes a difference and the limited opportunities to embed effective solutions. These factors lead to mass inequality of access to youth services for young people.

**Key responsibilities**

**Purchase ledger**
- Ensure that all creditors' invoices are correctly authorised and coded before entry onto the financial system
- Ensure that Purchase Orders are approved and matched
- Chase up authorisation of unapproved Purchase Orders
- Set up new vendor records on request
- Prepare monthly payment runs
- Maintain the purchase ledger so that it is up to date and accurate
- Reconcile purchase ledger statements and ensure the receipt of all invoices
- Post and check trainline account
- Liaise with other members of staff as appropriate to ensure invoices are paid correctly and to resolve any issues quickly and effectively

**Other tasks**
- Provide support for the Finance and Compliance Manager and Finance Officer, as required
- To provide cover for the Finance Officer as required

**Person Specification: Purchase Ledger Assistant**
Experience

- Experience of working in a finance or accounts environment

Knowledge, skills and understanding

- Excellent numeracy skills with high level of attention to detail
- Excellent IT skills, including Microsoft Office (especially Excel) and knowledge of computerised accounting systems
- Excellent organisational skills
- Excellent written and spoken communication
- Strong analytical and problem-solving skills
- A general understanding of Safeguarding and Health and Safety policies and practices in the workplace

Personal qualities

- A pro-active, self-motivated and enthusiastic approach
- Commitment to achieving results and to continuous improvement
- Ability to work with minimum supervision, to manage workload and meet deadlines
- Well organised, with the ability to prioritise tasks and work under pressure
- Ability to work as part of a team

This post is subject to receipt of two satisfactory references, an enhanced DBS check and Right to work in the UK. Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the organisation to undertake any duties within your skills and capabilities, which the organisation reasonably considers necessary to meet business needs.