



JOB DESCRIPTION

JOB INFORMATION	
Job Title:	Accounts Assistant - Purchase Ledger
Site:	Sheffield Wednesday Football Club.
Working Hours:	35 hours: 9am to 5pm Monday to Friday
Salary:	TBC

OVERALL, PURPOSE OF JOB

As Accounts Assistant, Purchase Ledger you will work within a vibrant finance team consisting of six individuals. You will report directly to the Accountant. The main purpose of the role is the processing of Supplier invoices and approval from senior management against purchase orders, to enable the generation of payment runs to suppliers, whilst being responsible for the maintenance and reconciliation of the purchase ledger.

GENERAL DESCRIPTION – TASK RELATED

Main Duties:

- Issue and maintain approved purchase orders
- Processing of supplier invoices by registering and logging them in
- Match purchase orders with invoices and investigate differences
- Liaison with senior management regarding approval of invoices
- Have a good working relationship with suppliers regarding all purchase ledger account matters
- Reconciling the Purchase Ledger with suppliers' statements
- Maintain Purchase Ledger cash book postings
- Recommend supplier payments to the Finance Director
- Maintenance of Purchase Ledger (internal housekeeping)
- Ensure correct procedures are followed in relation to the Company's purchase order system
- Liaison with other departments regarding purchasing matter

Other Duties

- Producing/entering Sales invoices on occasion to the Sales Ledger
- Maintain and reconcile Petty Cash
- Post duties (franking mail, liaising with Royal Mail)
- Writing of sundry cheques and posting them into the cash book
- Posting journals to the nominal ledger
- Review Expenses Claims for employees for payment
- Any other tasks within the scope of the role requested by Finance Director and/or Accountant



QUALIFICATIONS, TRAINING & REQUIRMENTS:

Essential:

- Must have at least 2 years previous experience working within purchase ledger
- Computer literate and proficient in excel

Desirable:

- Knowledge of Pegasus Opera accounting software

SKILLS & EXPERIENCE:

Desirable:

- Be conscientious and pay attention to detail
- Good Financial Awareness & Organisation Skills
- The ability to prioritise workload
- A 'Common Sense' & Flexible approach to work
- Be a team player but also able to work on your own initiative

Sheffield Wednesday Football Club (SWFC) is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. This post may be subject to a criminal record check or an enhanced DBS check.

SWFC is an Equal Opportunities and Disability Confident employer and welcomes applicants from all sectors of the community.

If this role appeals to you and you would like to become part of the Sheffield Wednesday family, please send your CV to vacancies@swfc.co.uk.

Submitted CVs must contain details of 2 referees.

Closing Date: Monday 6th June