

Purchase Ledger Clerk - Allia Job Description

Hours: Part-time, 20 hours per week (based on 35 hours FT)

Salary: 16K-19K pro rata depending on experience. Contribution to training £negotiable

Based: Future Business Centre, Cambridge

Reports to: Accountant

This is a new opportunity to join the Finance Team at Allia, an innovative organisation working at the forefront of providing workspace, business support and finance solutions for charities and social ventures.

Joining the small, friendly team in this new role created following Allia's expansion, you will take part in maintaining financial systems and implementing procedures in a dynamic, fast-growing organisation. Reporting to the Accountant and working closely in a team with the Accountant and Finance Director, you will be a methodical worker with an eye for detail and excellent communication skills who enjoys working in a fast-paced environment and with organisations in a development period.

Main Duties and Responsibilities

Duties:

- Processing purchase invoices onto the system.
- Processing staff expenses onto the system.
- Maintaining the suppliers database.
- Managing purchase ledger queries.
- Ensuring the company's authorisation procedures are implemented at all times.
- Preparing and processing monthly supplier payment runs, and monthly expenses runs.
- Managing the accounts filing.
- Cash book: processing transactions onto the system.

Supervision Received

You will be line-managed by the Accountant as part of the finance team comprising this role, the Accountant, and the Finance Director.

Contact

You will work closely with all areas of the organisation, and particularly colleagues in Operations.