



Job Specification - External

Job Title	Senior Bought Ledger Clerk
Department	Finance – K&T Heating Services
Location	K&T Woolwich
Reporting to	Management accountant
Responsible for	N/A

Role Overview:

- To work within the Finance Department to provide support to the business and the finance team.

Job Specification

Job Title: Senior Bought Ledger Clerk

Qualifications and experience:

- To be educated to GCSE standard or equivalent, A-Levels would be desirable.
- Previous experience of 2 years in a similar role is preferable
- To have intermediate Excel skills
- Previous experience of using NAV would be beneficial, but training will be provided.



Job Specification - External

Responsibilities:

- Take full ownership of the Bought Ledger.
- Take responsibility for matching supplier invoices to Purchase Orders.
- Play a lead role in ensuring all queries are resolved.
- Ensure all credit notes are received and posted.
- Review Open Purchase Orders.
- Ensure all information is on the accounting system prior to month end accounting.
- Provide end of month analysis/feedback to the Management Accountant.
- Maintain strong relationships with Suppliers.
- Liaise regularly with administrators around the business.
- Provide full support to the Management Accountant to ensure monthly deadlines are met.

What We Offer:

- 20 days annual leave plus bank holidays
- Holiday increments for long service
- Flexible benefits
- Share save scheme
- Pension

Necessary skills and abilities:

- Numerate.
- Able to work quickly and accurately.
- Good organisational and numerate skills with the ability to manage an assistant.
- Strong interpersonal and communication skills with the ability to work under pressure both as part of a team and on your own.
- Ability to resolve queries.