



IMPACT

Purchase Ledger Assistant

The finer detail...





Purchase Ledger Assistant The finer print

Accounting is the language of Business

Location: Windermere – moving to Ambleside

Maternity cover 9 month minimum contract.

Based at our global head office, working closely with the Purchase Ledger Controller and reporting to the Finance Manager the Purchase Ledger Assistant is predominantly responsible for the day to day management of the Impact UK purchase ledger, with light duties supporting Impact's 3 Country House Hotels.

Here's some stuff we'd like you to be brilliant at:

- Experience of purchase ledger work, ideally in a busy office environment
- Great interpersonal and communications skills
- Ability to work as part of a team and individually
- An aptitude for IT – knowledge of Excel essential
- Ability to work to monthly deadlines
- Ability to deal with potentially complex reconciliations

Key responsibilities

- Setting up new supplier accounts and maintain existing account details
- Monthly reconciliation of supplier and bank statements
- Receiving, checking and paying all purchase invoices, including information for job costing
- Preparing purchase summaries, expenditure analyses for individual departments
- Reconciling Hotel Rezlynx information
- General office duties

Success criteria

- Efficiency in ensuring the system accurately records and reflects all accounts payable to secure the effective production of reports.
- Accurate recording of records of all company expenditure, to ensure that all payments are made in accordance with appropriate timescales and within relevant payment terms.
- Ensuring all responsibilities are fulfilled and completed efficiently within a timely manner.
- Providing reliable data to the Finance Manager when requested alongside other ad hoc duties as and when required.

Accounts Assistant The finer print

Here's some stuff we're brilliant at:

- The money part – salary is negotiable and competitive (depending on experience). Profit share, bonus scheme and pension scheme are all in there too.
- We're a Great Place to Work® – it's official!
- Wellbeing – health care scheme available to all
- Inspiring and developing – we have a tailored induction process and lots of opportunities (internally as part of the Impact Academy or externally) to learn, develop and progress in your career
- Celebrating successes – no matter how great or small
- Caring for each other – we always have each other's backs
- Finding opportunities to support our local communities around the world
- Adventure and fun – where else would you celebrate the biggest mistake of the year with a trophy and an awards ceremony?!

Would you like to join our team?

We'd love to hear from you if you like the sound of us
and you think we'll like the sound of you!

Apply via our website

