



(Temporary) Purchase Ledger Clerk

Job Description

Reports to: Estate Accountant / Financial Controller
Location: 2 Hills Road, **Cambridge**, CB2 1JP
Hours required: 9.00 – 6.00 Monday to Friday

Purpose

The overall purpose of this job is to manage the day to day supplier accounting function.

Responsibilities / Tasks

Duties include but are not limited to:

Systems update:

- Creation of new suppliers as required by estate managers
 - Obtaining all relevant information including bank details for BACS payments
- Updating system for any change in details

Invoices:

- Agreeing and processing all works order supplier invoices
- Processing all non-works order invoicing
- Ensuring compliance with sign off procedures at all times

Payments:

- Preparation of payment runs for review by estate accountant
 - Comparison against available funds highlighting areas of concern
- After approval, process payments to suppliers:
 - Submit BACS file to bank
 - Write cheques as necessary (utilities only)
 - Prepare bank movement report and submit file to bank
- Prepare additional payments for estates where banking is not under Encore's control
 - Issue to directors for signing

Correspondence

- Reconcile supplier statements
 - Liaise with suppliers to resolve queries
- Liaise with estate managers / facilities department to ensure all urgent matters are dealt with

Applications to: Please send your CV in confidence to careers@encoreestates.co.uk