

Direct Tel: 0161 876 2086
Email: recruitment@thelowry.com



PRIVATE & CONFIDENTIAL

Dear Sir/Madam,

APPOINTMENT OF FINANCE ASSISTANT (PURCHASE LEDGER CLERK)

Thank you for your interest in the above post. Please find enclosed the job description and personal specification for Finance Assistant (Purchase Ledger Clerk).

To apply for this position, please complete the application form. Under the Additional Information section please describe how you will apply your knowledge, experience, skills and qualities to fulfil the main duties and responsibilities of the post within a high profile visual and performing arts facility.

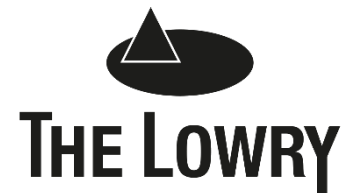
The application deadline for this position is Thursday 10 January 2019 at 10:00am. Please email this to recruitment@thelowry.com or post to Human Resources, The Lowry, Pier 8, Salford Quays, M50 3AZ.

Please be advised that The Lowry holds application forms and interview notes for unsuccessful candidates for 6 months, which will be stored in a secure manner. After the 6 month period, all data will be securely destroyed. If you require any further information please refer to The Lowry's Privacy Policy which can be found on The Lowry's website.

Thank you again for your interest in The Lowry.

Yours faithfully,

Kay Sutton
Human Resources Advisor



JOB DETAILS

Post Title : Finance Assistant (Purchase Ledger Clerk)

Responsible to: Management Accountant

JOB PURPOSE

Provide assistance to the Finance Manager, Management Accountant and Assistant Accountant by creating and inputting information accurately into the financial records of the company.

MAIN DUTIES AND RESPONSIBILITIES

- Recording of purchase orders and invoice matching to purchase orders.
- Record, code and post purchase ledger invoices.
- Prepare proposed payments listing. Processing of supplier payments within agreed timeframes.
- Maintain Purchase Ledger and reconcile supplier statements.
- Deal with payment queries from suppliers.
- Create sundry sales invoices, post all sales invoices to the sales ledger.
- Maintain Petty Cash.
- Maintain and post printer and franking cost journals.
- Assisting with month end accruals.
- Provide assistance with other ad hoc reports as required.

- Promote and comply with legislation and The Lowry's policies on equal opportunities and health and safety both in the delivery of services and the treatment of others
- Be responsible for identifying and undertaking training and personal development to meet business needs.
- Fulfil, on occasions, other reasonable duties which may be required to be undertaken in other departments of The Lowry, in order to meet business and customer needs.
- Undertake any other reasonable duties, commensurate with the level of the post so as to ensure the smooth running of The Lowry.

REVIEW ARRANGEMENTS

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this information will be periodically reviewed, revised and updated in consultation with the postholder to reflect appropriate changes.

CRITERIA	ESSENTIAL	DESIRABLE
SKILLS / ABILITIES	<p>Effective organisational skills</p> <p>Good communication and interpersonal skills - confident in speaking to directors, department heads and staff at all levels.</p> <p>Ability to plan work and to meet strict deadlines</p> <p>Ability to work on own initiative</p> <p>Able to multi task</p>	
QUALIFICATIONS, TRAINING AND EDUCATION	<p>GCSE level or equivalent in Maths and English Language</p>	
EXPERIENCE	<p>Experience of Windows, Microsoft Excel and Word</p> <p>Accounts payable experience.</p> <p>Worked within a finance team.</p>	
OTHER REQUIREMENTS	<p>Attention to detail</p> <p>High standards of customer care</p> <p>A flexible and adaptable approach to fulfilling the duties of the post</p>	<p>Experience of Sage 200 preferable</p>