



**Job Title:** Purchase Ledger Clerk (maternity cover)  
**Reporting to:** Accounts Manager  
**Duration:** May 2025 – February 2026

### **Job Purpose**

To ensure that the IBC purchase ledger is kept up to date at all times and that it accurately represents the organisation's liabilities.

### **Responsibilities**

- To process purchase ledger invoices in accordance with IBC purchase ledger procedures, ensuring that all invoices are checked, coded and matched with purchase orders/properly authorised prior to posting to the accounting system.
- To prepare bank transfers and other payment documents, ensuring that all purchase ledger accounts are paid within the relevant credit terms and to make any other payments as directed by the Chief Finance Officer or other appropriately authorised Manager.
- To post cashbook payments and receipts to the appropriate bank accounts and CRM and assist with the monthly reconciliation of bank accounts as requested by the Accounts Manager.
- To maintain an adequate and proper filing system in order to ensure that the invoices and other purchase ledger documents are not mislaid and are easily retrievable when required.
- To reconcile purchase ledger accounts to supplier statements and liaise with suppliers as necessary in order to resolve account queries, including access to Supplier portals such as AirPlus and Vodafone.
- To ensure monthly/year end accounting deadlines for completion of purchase ledger postings and bank reconciliation are complied with.
- To support colleagues in the Finance Team as and when required to ensure the smooth running of the Finance Department.
- To carry out duties as required at the IBC conference and exhibition as directed by the Accounts Manager.

### **Skills/person specification**

- A team player who is self-motivated and has a high degree of accuracy and attention to detail.
- Presentable, flexible, numerate and with good communication skills.
- Excellent organisational skills, with the ability to prioritise and multitask.
- A general understanding of accounting systems and procedures.
- To be flexible/adaptable to the changing needs of the business.