

# PURCHASE LEDGER ADMINISTRATOR

*This role is responsible for ensuring all expenditure transactions at Dartington are accounted and paid for accurately and speedily*

## SOME OF THE MAIN THINGS YOU'LL BE DOING:

- Process purchase ledger invoices, credit card and staff expense claims for payment for all Dartington companies – Dartington Hall Trust, Dartington Trading, Dartington Hall.
- Provide accurate and timely customer service to budget holders and staff at Dartington in the delivery of purchase ledger and expenses procedures.
- Ensure supplier statement reconciliations are performed regularly and any queries are followed up and resolved promptly.
- Liaise with Dartington's enterprises and support teams to resolve queries.
- Responsible for all incoming and outgoing post into the finance team
- Provide cover for the Purchase Ledger Coordinator
- Post Dartington cashbooks on a weekly basis
- Reconcile daily takings with sector specific daily records
- This list can never be exhaustive but covers most of the work you'll be doing. What it can't replace is talent, initiative and commitment to great customer service.

## ROLE DETAILS:

DEPARTMENT: Finance & Resources

REPORTING TO: Purchase Ledger Coordinator

## WHAT YOU WILL BRING:

- Experience of assisting in purchase ledger and expenses processing in a diverse organisation
- Excellent customer service towards all internal and external customers.
- Attention to detail
- A positive can do attitude.
- An ability to organise own workload and prioritise in a busy environment.
- Commitment to work hard and act in Dartington's best interests at all times in line with the ethics and values of Dartington.
- Talent, initiative and a commitment to great customer service.

