



Job Specification

Job title: Payroll Purchase/Sales Ledger Clerk

Hours: Full time, 37.5 hours per week.

Division/Department: Payroll

Reporting to: Payroll Manager

Location: Head Office, Caton Road, Lancaster

Date: September 2020

Organisational Profile

The company is a well-established accountancy firm based in Lancaster providing accounting services to 2,000+ clients via cloud accounting software. The company offer a high-quality service in Bookkeeping, Accounts, Payroll, VAT Returns and Tax Services as well as offering a wealth of knowledge and advice. ICS Accounting is located just off the M6 at Junction 34 making it an ideal location for commuting, including from Preston, Blackpool or Kendal.

Position Summary

This is an excellent opportunity for an ambitious individual with an interest in internal finance. The role will involve maintaining the department purchase ledger, which consists of a high volume of transactions to be reconciled on a weekly basis. Tasks will include planning workload, liaising with clients and answering queries and providing an all-round service going above and beyond for clients.

Responsibilities & Duties

- Inputting transactions from purchase invoices into Sage.
- Uploading data from payroll software into Sage.
- Generating self-billing invoices and payment templates.
- Importing self-billing invoices into the Sage purchase ledger.
- Reconciling purchase payments to the purchase ledger.
- Customer service including answering telephone calls and emails and dealing with queries.
- Internal reporting to payroll team leader and payroll manager.
- Working with all departments internally to ensure the smooth running of the umbrella payroll solution.



Essential Qualifications and Skills

- To be studying towards AAT, ACMA, ACA, ACCA or equivalent experience.
- Have a working knowledge of Sage or equivalent.
- Previous sales ledger, purchase ledger and credit control knowledge and experience.
- Have the ability to work without direct supervision.
- Be accurate and have attention to detail.
- Be able to work to deadlines.
- Excellent written and verbal communication.
- IT Skills with competent use of word and excel.
- To be motivated and enthusiastic.
- To have strong communication skills with the ability to coordinate, organise and take responsibility for performance.

Desirable Qualifications and Skills

- Knowledge and previous experience of working within the contractor industry.
- Knowledge and previous experience of umbrella payroll solution.
- Knowledge and usage of Sage software.