

**Job Title:** Administrator/Purchase Ledger Clerk

**Primary Role**

Definition: Working under the supervision of the Financial Controller the role of Administrator/Purchase Ledger Clerk Will be responsible for the following :-

**Key Responsibilities:**

- Interact with clients, vendors and visitors.
- Answer telephones and transfer to appropriate staff member.
- Open, sort and distribute incoming correspondence, including faxes and email.
- Sign for and distribute Royal Mail or similarly delivered packages.
- Prepare responses to correspondence containing routine enquiries.
- Perform general clerical duties to include, scanning, copying, faxing, mailing and filing.
- File and retrieve organizational documents, records and reports.
- Collate, label, scan and input purchase ledger invoices on a daily/weekly/monthly basis.
- Reconcile supplier statements on a monthly basis once month end is complete on the 7<sup>th</sup> of the month following.
- Create report and hand to Oliver West for approval for the monthly suppliers run.
- Make ad hoc payments to suppliers as and when required.
- Input supplier invoices onto Evolution M
- Input, post and reconcile monthly credit card statement.
- Deal with account enquiries via telephone and post.
- Send out enquiries to sub-contractors for tender, chase and maintain file system on the server for responses.
- Maintain Westvale Property Developments accounts on a monthly basis, also making payments to suppliers as and when necessary.
- In the absence of others print drawings and distribute where necessary.
- Log onto PCC/Hampshire intend and download new tenders and maintain file on the Server for said documentation. Print and collate and give to Estimator
- Upload documentation when necessary to box and share file with relevant parties.
- To support the Project Managers through ordering and sub-contracting, preparation of Construction Phase Plans, Programme Management, O&M Manuals and general admin.
- To assist in securing future works through completing Pre-Qualification Questionnaires for Tenders, and through regularly monitoring Intend for newly advertised schemes and raising expressions of interest
- Ad hoc duties as and when required.