

Role Profile: Purchase Ledger Clerk

Business Unit: Job Family: Department name:		Megger Limited Accounts Payable Finance	
Core purpose: Megger operates through three legal entities and supports multiple profit centres through Dover. Megger Instruments Limited (MIL) is the manufacturing company in Dover, Megger Limited is a UK and International sales company and Megger Group Limited being Meggers global head office. The transactions for all three companies as well as the full finance support for the trading companies is combined in one Finance team.			
Role summary: This role will support all three companies as well as the full finance support for the trading companies as part of the finance team – Accounts payable. Accounts payable are responsible for processing all invoices and supplier statements.			
Reports to	Finance Business Partner - UK	Number of direct reports for role	0
Primary objectives <ul style="list-style-type: none">• Ensure invoices are entered to the system and suppliers paid in a timely manner• Process Vendor invoices and payments• Check and process credit card returns, cash expenses and overseas banking• Provide banking support including cash allocations• Reconcile supplier statements• Reconcile Goods In, Goods Receipt account			Customers Internal: Finance Team Dover Manufacturing team UK sales team External: Megger Vendors Auditors Tax specialists

Main Responsibilities		
Key Result Area	Specific Activities	Measure
<ul style="list-style-type: none"> • Accurate and timely processing of supplier invoices and payments 	<ul style="list-style-type: none"> • Purchase ledger invoice entry • Supplier statement reconciliation • Checking and processing credit card returns, cash expenses and overseas banking. • Provide banking support including cash allocations. • Assist in preparing payment runs • Other Ad hoc duties as required. 	<ul style="list-style-type: none"> • Input speed and accuracy • Attention to detail – minimise errors

Experience, Skills & Knowledge required to be successful in role	
Technical Skills/Knowledge	Soft Skills
<ul style="list-style-type: none"> • Level 3 Assistant Accountant qualification required • Intermediate excel skills • SAP experience would be beneficial 	<ul style="list-style-type: none"> • Excellent attention to detail • Great communication skills, written and conversational • Self-motivated and versatile • Enthusiastic and a team player

Job Level	<input checked="" type="checkbox"/> Individual contributor <input type="checkbox"/> Leader of People/Senior Level Individual contributor <input type="checkbox"/> Leader of Leaders
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Shared Values

Caring

Putting the customer first with a 'can do' approach and fully understanding their needs and challenges. Actively develop close, mutually beneficial, working relationships with colleagues.

Captivating

Help solve colleague and customer problems by doing something different, by thinking unconventionally.

Consistent

Bring a positive attitude to work and take pride in your job. Welcome problem solving and shared learning whilst maintaining high standards of work in the team.

Creative

Be prepared to solve and work out options within the team, think positively about new approaches or alternative ways to solve any problems. Actively seek out opportunities for improvement and feed these back into the business.

Confident

Seek knowledge, ask questions and support others.

Benefits

- Excellent training and development opportunities
- Career development in a growing multinational company
- Life assurance scheme
- Contributory Salary Exchange Pension Scheme
- 25 days annual leave + UK bank holidays
- Day off for your birthday
- Flexible working
- Early finish on Fridays
- Seasonal Travel Ticket Loan Scheme
- Discounted football membership - Dover Athletic FC
- Free fruit Tuesdays + Thursdays
- Breakfast mornings – Mondays and Wednesdays
- Subsidised refreshments from the Company's canteen.
- Free parking on site in the designated parking bays.
- Access to YourMegger a health and benefits portal offering a number of discounts for colleagues including a Cycle to Work Scheme and Electric/hybrid car buying scheme
- Eyecare vouchers
- Free flu vaccinations