



Wolverhampton Wanderers FC

Vacancy

Purchase Ledger Administrator (maternity cover – 9 months)

Position: Purchase Ledger Administrator

Reporting to: Finance Manager

Closing date: 23rd March 2018 – midnight

ROLE

Total responsibility for the processing and payment of the centralised Purchase Ledger function

PLACE OF WORK

Molineux Stadium, Waterloo Road, Wolverhampton, WV1 4QR

HOURS OF WORK

- Full-time 37.5 hours per week
- Monday to Friday 9.00am – 5.30pm (one hour lunch break)

DUTIES

Purchase Ledger

- Daily Control and Management of computerised Purchase Ledger for the Football Club and W.W. Properties Ltd
- Processing BACS runs and Cheques / Cheque requests from other departments.
- Monthly Purchase Ledger Control Reconciliation
 - Reconciling and verifying month-end printouts
 - Providing monthly reconciled VAT summaries for VAT returns
- Individual Supplier Reconciliations
- Petty Cash and Purchase Order Administration
- Balancing Petty Cash at Month End and Processing Month End Petty Cash Journal
- Administration of Company Mobile Phone Account (ie analysing data usage)
- Daily Bank Reconciliation
- Processing Inter-Company Journals / contra's for specified accounts
- Analysis of specified invoices as and when required
- Processing daily Cash Book payment entries
- Processing daily Purchase Ledger payment entries
- Annual budget spreadsheets
- Placing stationery, and any other ad hoc orders for the Department

SKILLS, EXPERIENCE & QUALIFICATIONS

<u>Qualifications</u>	<u>Essential</u>	<u>Desirable</u>
AAT Qualification / part qualification		✓
English & Maths GCSE Qualification (or equivalent)	✓	
<u>Experience</u>		
Purchase ledger control reconciliation experience	✓	
Knowledge and experience of working in a professional football club		✓
Delivering results with assigned levels of accountability	✓	
Data input	✓	
Administration of company benefits		✓
Analysis of invoices	✓	

<u>Skills and Qualities</u>	<u>Essential</u>	<u>Desirable</u>
Good use of Excel application	✓	
Excellent communication skills	✓	
Ability to work to strict deadlines	✓	
Competent and personable with good time management skills	✓	
Ability to work calmly under pressure and as a member of a team and individually	✓	
Pro-active, organised and methodical	✓	

For any further information please email hr@wolves.co.uk

To formally apply, please complete the application pack and submit to:

HR Department,
Wolverhampton Wanderers,
Molineux Stadium,
Waterloo Road,
Wolverhampton,
WV1 4QR
or
hr@wolves.co.uk

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