

Job Title:	Purchase Ledger Manager	Job Band:	Band 3
Reporting to:	Finance Operations Manager	Team	Finance
Directorate	Resources		
Direct Reports:	3		

Job Summary

This role will ensure the effective operation of the Purchase Ledger Function, through the operation of a strong control environment. Ensuring transactions are dealt with in an efficient, correct and timely manner resulting in the accurate and timely payment of supplier invoices. This role will provide leadership to the Purchase Ledger team and ensure that St John people, and suppliers are fully supported. This role is responsible for technical support and enquiry resolution, dealing with complex and escalated queries from St John people and suppliers, and in support of operational teams across St John.

Key Responsibilities

- Ensure accurate and timely processing of supplier invoices, ensuring appropriate controls are in place to protect the integrity of the volume and range of financial transactions overseen.
- Ensure monthly supplier reconciliations are completed on all accounts; identifying and resolving any discrepancies in a timely manner to ensure the account is up to date.
- Ensuring the weekly payment run is accurate and paid on time through the exercise of robust controls and appropriate review and follow up.
- Establish and maintain strong working relationships with suppliers and key internal and external stakeholders, regularly liaising with them to ensure effective ways of working and process adherence. Be the stakeholder's main point of contact, and resolve queries.
- Manage & resolve Email Management System query queues to agreed SLA's.
- Work as a part of a senior leadership team, providing reports and analysis, mitigating risks and working on shared tasks and projects. High volume transactional processing ensuring that the charity's policies, and processes are adhered to in respect of these transactions and that financial, employment or reputational risk is minimised.
- Apply subject-specific technical expertise and insight, initiative and judgement to ensure the highest standards of enquiry resolution and process adherence and compliance are achieved.
- Ensure that evolving technical requirements are appropriately recorded, process-mapped and agreed with stakeholders, to ensure continued compliance.
- Ensure compliance with relevant laws, accounting standards and SJA policies. Understand and work within GDPR and confidentiality practises.
- Support internal and external audit requests.
- Foster and maintain a spirit of continuous development, looking to grow excellent service delivery to customers and create a positive working environment for team members.
- Establish, lead, guide and develop the purchase ledger team. Implement a performance management culture in line with SJA policies, including making sure that 1-1s, performance and development reviews and team meetings take place regularly and with recorded outcomes and actions.
- Champion and exemplify compassionate leadership and St John values and actively promote diversity and a variety of perspectives across the organisation.
- Engage, involve and empower St John People in problem-solving and improving the organisation.
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

Important things you need to know about this job

- Be able to work on your own initiative and be highly motivated to achieve both personally and through the team.
- Have a willingness to develop your teams, ensuring that everyone can achieve their goals.
- Have an strong financial control mindset.
- Be willing to travel and work out of normal office hours when required.
- Be experienced in working in a change environment.

Our Values and Commitment to Equality, Diversity and Inclusion

- Our Values spell HEART which stands for Humanity, Excellence, Accountability, Responsiveness and Teamwork.
- Everyone who works at St John needs to be familiar with the HEART values and exemplify them.
- We are committed to being an organisation that is inclusive and welcoming of individual differences while championing equality of treatment and opportunity.

Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level or equivalent (Grade C / 4) including Maths & English, minimum 5	✓	
CIMA, AAT qualified or equivalent experience		✓
Experience		
Experience of running a large purchase ledger function and the operation of a strong financial control environment.	✓	
Has in depth knowledge and understanding of accounting principles and demonstrable experience of leading a team to deliver within these rulesets	✓	
Experience of working with large complex finance data sets, managing month and year end finance processes.	✓	
Experience of dealing with high demand and managing resource accordingly	✓	
Proven experience in using finance software, for example SUN, MS Dynamics, Oracle	✓	
Strong stakeholder management experience and customer service focus	✓	
Experience in leading people through organisation, process and technology change	✓	
Skills, knowledge and abilities		
Have high energy and the ability to motivate and develop a team	✓	
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Work well as part of a dynamic leadership team	✓	
Excellent written and verbal communication skills	✓	
Ability to prioritise and show attention to detail	✓	
Able to work well under pressure, meet deadlines and achieve solutions	✓	
Role model a values-driven approach	✓	
Demonstrate a compassionate and emotionally intelligent leadership style	✓	
Be open to feedback and the learning that comes from it	✓	
Be prepared to take action when poor behaviour is observed	✓	
Be able to use MS Office products at intermediate level	✓	
Be willing and able to exemplify the HEART values	✓	

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.	
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