

Purchase Ledger Clerk – Maternity Cover

Reports to: Purchase Ledger Supervisor
Location: 2 Hills Road, **Cambridge**, CB2 1JP
Hours required: 8.30 – 5.00 Monday to Thursday (8.30-4.30 Friday)

The role

The Purchase Ledger Clerk is responsible for managing the day to day supplier accounting function on behalf of the estates managed by Encore. Part of the Client Accounting team, this role involves interaction with all departments of the company, including Estate Management, Legal and Facilities, and also requires liaison with external contractors and suppliers.

What you'll do:

In all areas, you will need to ensure that company policies and procedures are consistently applied to the required standards, delivering on time and with a high degree of accuracy. Duties include but are not limited to:

- Agreeing and processing works order supplier invoices
- Processing non-works order invoicing e.g. utilities, insurance and telephone
- Ensuring compliance with sign off procedures at all times
- Reconcile supplier statements to the purchase ledger accounts, liaising with suppliers where queries arise.
- Preparation of weekly payment runs for review by Head of Client Accounts
 - Comparison of required funds to funds available and highlighting areas of concern
 - Raising BACS file and bank movement report
- Answering supplier queries by phone and email
- Assisting the accounts team and other departments with day to day / adhoc duties
- Liaise with estate managers / facilities department to ensure all urgent matters are dealt with

What you'll bring

Qualifications

- Experience in service charge client accounting is desirable but not essential
- Experience with Qube software is desirable but not essential

Skills

- Excellent time management, prioritisation and diary management
- Excellent team working with an approachable and helpful attitude to all employees
- Excellent communication skills, both written and verbal
- Excellent computer skills – proficient in Microsoft Outlook, Word and Excel

Behaviours

- Thorough: attention to detail, the ability to think things through – not just follow a checklist
- Accountable: take personal responsibility for seeing things through to successful resolution
- Commitment: take pride in your work and care about your/the team's performance
- Mature: common-sense approach. Ability to see where improvements can be made
- Positive: an optimistic, can-do attitude that enhances team morale

About Encore

The Encore Property Management Group specialises in the ongoing management of large residential developments, including the effective administration of +£35m of client service charge budgets. Based in Cambridge and with offices in London, Sandhurst and Nottingham, Encore works across East Anglia, London, the Home Counties, the South and East Midlands, and has plans for further growth. The Group also consists of separate Facilities Management and Legal businesses, employing over 200 people. Encore prides itself on a commitment to excellence and customer service.