



Inflite The Jet Centre

Job Title: Purchase Ledger Clerk
Department: Finance
Hours: 40 hours per week –Monday to Friday
Reports To: Finance Manager
Location: Stansted

Job Purpose:

The Purchase Ledger Clerk will be responsible for the efficient and effective running of the Purchase Ledger Function under the guidance of the Finance Manager. The ability to multitask and work under pressure are essential requirements of this role.

Main Responsibilities and Duties:

- **Invoice Processing:** Process invoices, reconciling purchase orders, invoice approvals, and delivery notes to received invoices.
 - **Cost Allocation:** Liaise with the Commercial department to allocate a cost value to work orders.
 - **Supplier Accounts:** Set up new supplier accounts and maintain existing account details within the accounting system.
 - **Reconciliation:** Conduct monthly reconciliation of supplier statements.
 - **Expense Returns:** Process business expense returns.
 - **BACS Payment:** Handle the monthly BACS payment run.
 - **Supplier Payments:** Process weekly supplier payment runs.
 - **Supplier Relationships:** Maintain good relationships with suppliers.
 - **Additional Duties:** Perform all other duties as required by the company.
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Skills and Experience:

Essential:

- **Process Improvement:** Ability to challenge ways of working and propose improvements.
- **Experience:** Previous experience working within a Purchase Ledger or Finance Function.
- **Interpersonal Skills:** Great interpersonal and communication skills.
- **Teamwork:** Good team working skills.
- **Deadline Management:** Ability to work to monthly deadlines.
- **IT Skills:** IT literate with intermediate Excel skills.

Desirable:

- **Aviation Experience:** Experience in the aviation industry, although not essential.
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What We Offer:

- **Competitive Salary:** We recognise and reward your skills and expertise with a salary that reflects your contributions.
- **Generous Annual Leave:** Enjoy increasing annual leave entitlement as you grow with us.
- **Salary Exchange Pension Scheme:** Secure your financial future with our comprehensive pension plan.



Inflite Group of
Companies

Inflite The Jet Centre

- **Employee Assistance Programme:** Receive support for your mental and emotional well-being.
- **Life Assurance:** Gain peace of mind for yourself and your loved ones with our life assurance coverage (subject to scheme rules).
- **Employee Cash Plan:** Access financial assistance for health and well-being-related expenses.
- **Enhanced Maternity and Paternity Schemes:** We support you and your growing family during significant life milestones.
- **Professional Growth and Development:** Access continuous opportunities to enhance your skills and advance your career.
- **State-of-the-Art Equipment and Technology:** Work with cutting-edge tools and technologies.
- **Ongoing Training and Certification Programmes:** Stay up-to-date with the latest industry standards and practices.
- **Career Advancement Opportunities:** Clear paths for progression within our dynamic organisation.

Join Inflite, where your skills and expertise are recognised and rewarded. This is your opportunity to advance your career in a supportive and innovative environment.

Ready to take the next step? Send your CV and Covering letter to HR@inflite.co.uk today.