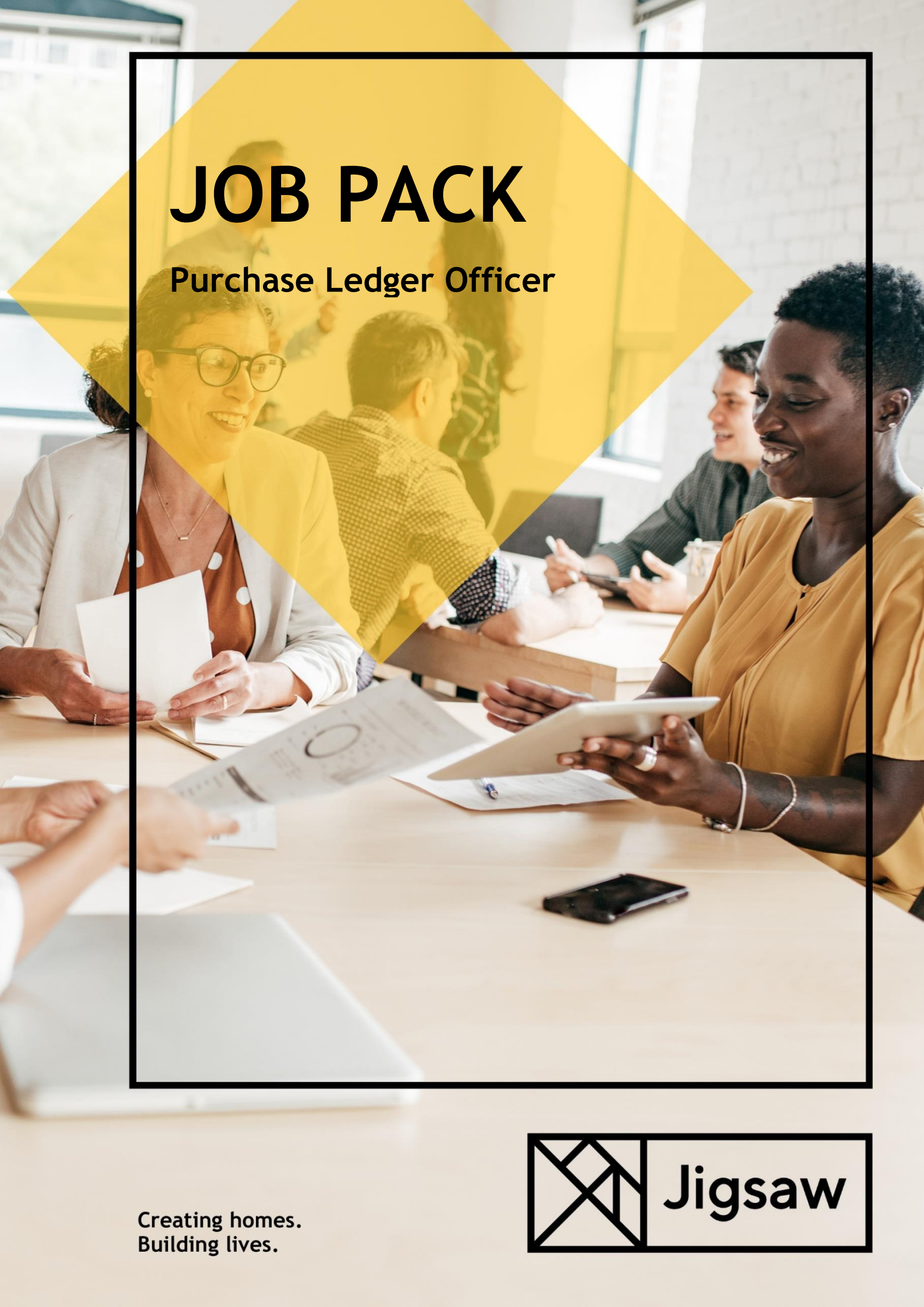


JOB PACK

Purchase Ledger Officer



Creating homes.
Building lives.





ABOUT US

We are one of the largest housing groups in England with more than 37,500 homes across the North West and East Midlands. Jigsaw Homes Group creates new and exciting opportunities for tenants and customers.

We provide quality, low-cost housing and play a wider role in making sure our residents thrive in their homes and benefit from living in healthy, sustainable communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

JOB DETAILS

Location:	Turner House, 56 King Street, Leigh, WN7 4LJ or Cavendish 249, Cavendish Street, Ashton-under-Lyne. OL6 7AT (Although the role can be based at either office there will be a requirement to travel to other offices across the group, as and when required to complete your duties.)
Holidays:	24 days leave per annum plus 3 days for Christmas closure (based on a 5-day working week) plus bank holidays, plus additional days after 2 years continuous service (to a maximum of 5 days)
Pension:	The Group belongs to the Social Housing Pension Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
Jigsaw Benefits:	In return Jigsaw Homes Group offer occupational sick pay, on-site gyms, Simply Health membership, enhanced maternity/paternity leave and training/development opportunities plus much more. See the benefits page on our website for more details. Jigsaw also offer a number of options to
Probation period and references:	Please note that any offer made by the Group and subsequent employment is subject to a six-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
Mandatory Training:	You will be required to complete mandatory training for your role. This training may take place at any one of our main offices in Ashton-Under-Lyne, Leigh, Miles Platting or Nottingham.
Eligibility to work in the UK:	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
Disclosure barring checks & Medical Clearance:	In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment. Visit www.jigsawhomes.org.uk/dbs to view the Group's DBS policy statement. Further information about the disclosure can also be found at www.homeoffice.gov.uk/dbs
Equality, Diversity & Inclusion:	Jigsaw believes we should appreciate the significant value that individuality can bring therefore acceptance and respect for everyone is essential. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.

JOB DESCRIPTION

OVERVIEW

Finance Department

The finance department is responsible for all financial functions across the Group.

Role Summary

Responsibility for processing of all invoices received by the Group, ensuring that you build excellent relationships with all internal and external customers. The team works on a task rota and you will be trained on all tasks performed by the Purchase Ledger team to ensure the purchase to pay process is run as efficiently as possible.

Responsible To - Group Purchase Ledger Manager

MAIN TASKS OR ACTIVITIES

1. Ensure that all incoming invoices are scanned, registered and electronically distributed on a daily basis.
2. Post approved invoices to the purchase ledger system, ensuring they have been correctly authorised in accordance with Group Financial Regulations.
3. Check supplier statements and follow up any outstanding invoices and queries.
4. Monitor the purchase ledger outlook mailbox and resolve queries in accordance with set timescales.
5. Deal with supplier and internal customer queries, as and when required.
6. Monitor and chase up the approval of invoices which are awaiting approval by authorisers.
7. Process periodic supplier payment runs for approval and payment processing in accordance with Group procedures.
8. Draft cheques in readiness for signing in line with bank mandates.
9. Maintain up to date procedures for all processes within area of responsibility.
10. Provide guidance and training to buyers as and when required.
11. Completion of any other duties or tasks as deemed appropriate by either the Executive Director of Finance, Director of Finance, or Assistant Director of Finance.
12. Follow all Group policies and procedures in accordance with the role and attend Mandatory training when requested to ensure compliance with Group policies and procedures.
13. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.
11. Carry out any other duty which may be requested by the Chief Executive, Deputy Chief Executive or Group Director commensurate with the position.

Candidate Requirements

Candidate Requirements:

- Minimum two years' experience of working within a Purchase Ledger team
- Accuracy and attention to detail
- Numerical skills
- Good communication and interpersonal skills
- Ability to manage own workload and prioritise to meet deadlines and targets
- AAT level 3 qualification or equivalent
- Experience of working within the housing sector or large organisation

JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.



Jigsaw Homes Group Limited

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