



Position: Purchase Ledger Assistant, Trafalgar Entertainment Group (TE)
Reports to: Purchase Ledger Supervisor
Location: Woking, Surrey
Salary: £25-30k depending on experience
Hours: Full time, 40 hours per week

About TE

Co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017, Trafalgar Entertainment is a premium international live entertainment business focused on new productions, the distribution of live-streaming innovative content and the provision of amazing spaces where people can come together to share in the experience of live entertainment. TE is home to Trafalgar Theatre, Theatre Royal Sydney, Olympia Theatre, HQ Theatres and Hospitality, Trafalgar Theatre Productions, Trafalgar Releasing, Stagecoach Performing Arts, London Theatre Direct, Luke Shires Marketing, Jonathan Church Theatre Productions, Chiswick Cinema and More2Screen.

The Role

TE is undertaking an exciting project to centralise the purchase to pay function and we are searching for two experienced professionals to provide support to the Purchase Ledger Supervisor in building a best in class purchase ledger function to meet the requirements of the business. Both roles are newly created and will be responsible for assisting the Purchase Ledger Supervisor in setting up and documenting a centralised purchase ledger function whilst maintaining and updating the purchase ledger, processing invoices from purchase order to payment and dealing with supplier queries. This is an exciting role that will have comprehensive involvement in building a function from the ground up.

Key Responsibilities & Accountabilities

- Processing invoices and credit notes, matching to approved purchase orders as appropriate, ensuring they're coded correctly in the system
- Preparing payment runs and ensuring timely payment of invoices to suppliers, within agreed payment terms, using manual and electronic payment systems as required.
- Processing intercompany invoices and reconciling intercompany accounts in all ledgers.
- Prompt resolution of supplier queries, including supplier statement/ledger reconciliations to agreed targets
- To liaise closely with all subsidiary teams and third-party providers to ensure service levels are maintained.
- Reconciling suspense accounts and ensure that items are cleared in a timely manner to agreed targets
- Ensuring that all accounts payable activities comply with relevant financial policies and procedures



Key Responsibilities & Accountabilities (cont)

- Maintenance of supplier accounts. Setting up new supplier accounts, performing due diligence and ensuring that all amendments are appropriately authorised with supporting documentation
- Building and maintaining relationships with suppliers and be the first point of contact
- Reviewing reconciliations of monthly supplier statements to the balance reported in the purchase ledger
- Investigating and resolving outstanding creditor items to agreed targets
- Documenting processes and controls and ensuring adherence to quality processes and procedures.
- Deputise for the purchase ledger supervisor as required
- Assist the Purchase Ledger Supervisor with any ad-hoc duties, including data and KPI analysis.
- Any other related duties as required by the business objectives and general administrative duties

Knowledge & Skills Required

- Competent in the use and purpose of technology with excellent IT skills, including Excel and the Microsoft Office Suite.
- Must be able to display high levels of numeracy and literacy ability
- An ability to gather, analyse and present financial information in a user-friendly manner
- Displaying strong customer service and organisational skills
- Enthusiastic and flexible team player with high expectations of self and others
- Able to work under pressure, on own initiative and constantly seek to improve
- Ability to balance multiple priorities and pay attention to detail to ensure excellent service delivery while working against tight deadlines.
- Highly organised with strong written and verbal communication skills.
- Demonstrates initiative and self-motivation but is also able to follow an agreed way of working.
- Energetic with a positive attitude and the drive and ambition to succeed.
- Good knowledge of Sage X3 accounting software is highly desirable
- Work based experience necessary

To submit your application, please submit a CV and cover letter to recruitment@trafalgarentertainment.com with the subject line 'Purchase Ledger Assistant'.

Trafalgar Entertainment is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.