

Job Description

Role Title	Purchase Ledger Clerk
Reports To	Company Accountant
Department	Finance

Overview

- ▶ An exciting opportunity is available for a Purchase Ledger Clerk to join our friendly Finance team at Pinnacle!
- ▶ The role is part time for 2 days a week and is based from our Bristol office.

Essence of Role – Key Accountabilities

- ▶ Process all purchase invoices on Xero allocating them to the correct nominal code and applying the correct VAT treatment.
- ▶ Matching purchase invoices to relevant purchase orders and raising issues/anomalies.
- ▶ Prepare supplier payment runs ready for internal approval.
- ▶ Preparing monthly PAYE & NIC payments ready for internal approval.
- ▶ Manage internal expenses for staff.
- ▶ Manage and monitor supplier accounts, requesting regular statements to reconcile internal records.
- ▶ Monitor the accounts inbox and reply to customer/supplier/internal emails.
- ▶ Monitor tickets on our internal CRM system to action or respond to internal requests.
- ▶ Credit checking of new and existing customers and setting them up on internal systems.

Person Specification

Competency / Performance Driver

- ▶ Strong attention to detail and precision in your work.
- ▶ A can do attitude and willingness to go the extra mile.
- ▶ A positive and enthusiastic team player.
- ▶ Excellent communication skills.
- ▶ Self-drive, determination and a commitment to continuously improve.

Technical / Professional Expertise

- ▶ 2 years Purchase Ledger or Accountancy experience required.
- ▶ Xero experience preferred.
- ▶ Competent in Microsoft Office packages (Excel, Word, PowerPoint, Outlook etc.)

About Us

Operating since 1999, Pinnacle are an IT and telecommunications service provider. We offer businesses and schools a way of making their technology simple and safe in the hands of our experts.

IT, connectivity, telephony and mobiles seamlessly integrated to maximise efficiency and drive their business forward. There's only one number to call for expert advice and assistance, there's one team whom they know and trust and there's one invoice each month to process.



Our Vision | Where we want to go

- ▶ To continuously surpass customer expectations, realise employee potential and become the ultimate choice for businesses seeking one provider for all their technology needs.



Our Values | The way we do business

- ▶ Be exceptional, continuously improve – Pinnacle staff should always seek to exceed customer expectations.
- ▶ Be an expert, embrace technology – We should be specialists in all the solutions we deliver, creating real value through innovation.
- ▶ Be fair and ethical – Work in partnership with our customers, building relationships based on trust and mutually positive outcomes.



Company Benefits

- ▶ Quarterly KPI bonus
- ▶ 6% employer pension contribution
- ▶ Mobile packages at cost price
- ▶ Hybrid working
- ▶ Birthday off each year
- ▶ Additional days' annual leave every year (up to maximum of 5)
- ▶ Paid sabbatical leave after 10 years of service then every 5 years after that.