



Royal Albert Hall

JOB DESCRIPTION

Role: Purchase Ledger Assistant

Location: Royal Albert Hall

Salary: £25,000 per annum

Reports to: Financial Controller

For nearly 150 years we have been fulfilling our vision of inspiring artists and audiences worldwide with the magic of the iconic Royal Albert Hall; creating life-enriching, unforgettable experiences for everyone. Hosting 390 events a year in the main auditorium and more than 800 in other smaller spaces, the Royal Albert Hall stands true to its original purpose of promoting the Arts and Sciences. As a charity, the Hall is dedicated to maintaining the Grade I listed building and giving access to all.

OUR VISION AND VALUES

Our vision is to inspire artists and audiences worldwide with the magic of the iconic Royal Albert Hall, creating life-enriching, unforgettable experiences for everyone. The Royal Albert Hall is more than just a building. Together we are...

One team

Encouraging and harnessing each other's talents, valuing our differences, supporting one another and celebrating our achievements together

Passionate

Dedicated, creative, embracing new ideas, always seeking a better way; because together we are writing the story of the Royal Albert Hall

Open to all

Welcoming, warm, always professional; committed to providing as many people as possible with unforgettable experiences

THE ROLE

The Hall's Finance department is a small and busy team which provides an efficient customer-focussed service across all areas of the organisation. The Purchase Ledger Assistant will play a key role in the team by ensuring all the Hall's invoices and purchase orders are processed promptly and accurately, whilst upholding professional customer service and finance best practice standards.

DUTIES AND RESPONSIBILITIES

1. Responsibility for all aspects of the Purchase Ledger function, including:
 - Ensuring purchase orders are properly authorised
 - Following up any outstanding purchase orders on a regular basis to ensure validity
 - Matching invoices to purchase orders or obtaining appropriate authorisation for non purchase order invoices, ensuring accuracy of coding
 - Weekly payment runs, ensuring suppliers are paid on a timely basis
 - Reconciliation of supplier statements
 - Dealing with invoice and payment enquiries
 - Processing and payment of expenses
 - Analysis of month end purchase ledger balances including aged creditor analysis
 - Monthly reporting on payment days, giving details on late payment of invoices
2. Setting up and posting all payment requests (CHAPS, BACS, international transfers, Box Office refund cheques and all other cheque requests) ensuring that they are authorised in line with the Hall's authorisation policy.
3. Assisting with the Members payment run.
4. Responsible for the holding of petty cash, including fulfilling petty cash requests ensuring that proper documentation/receipts are obtained, requesting change orders and monthly petty cash journal.
5. Balance sheet recs – purchase ledger (as listed above), petty cash, ticket refunds control, sundry creditors and BACS clearing control.
6. Participate in the reconciliation of box office takings.
7. Carry out other duties within the Finance Department as directed by management, in particular to provide support and cover for staff absence and holidays.

PERSON SPECIFICATION

The ideal candidate will:

- have a good understanding of debits, credits and reconciliations
- have good attention to detail and able to work under pressure
- have the ability to work on own initiative and prioritise own workload in order to meet deadlines
- have good IT (particularly Excel) skills with the ability to interrogate systems to obtain information
- be a strong team player with excellent communication skills and a high level of numeracy
- be keen to develop all round accounting skills and take on more varied work should the opportunity present itself

- be thorough and tenacious to ensure purchase orders and invoices are matched and coded accurately with any issues being dealt with and resolved in a timely manner
- have a professional working style and approach which demonstrates an ability to build and develop effective working relationships within the organisation and with suppliers
- have previous experience of working in a small and busy Finance team of a medium-sized organisation in a Purchase Ledger role
- have experience of PS Financials (advantageous)

SUSTAINABILITY

The Hall is committed to maintaining and furthering greater sustainable practices in all areas of the organisation to act on climate change. Whilst working at the Hall, you will be expected to embrace the Hall's Sustainability Policy and work to meet its objectives, putting sustainability at the forefront of all decisions.

HEALTH & SAFETY

You will have a good understanding of the Hall's Health and Safety guidelines and your responsibilities within these. Your role will include promoting a safe working environment and fostering a non-blame culture, adhering to any Health & Safety requirements, flagging any conflicts that may arise with Health and Safety and working towards finding effective solutions.