Purchase Ledger Clerk

“In the past century Fauna & Flora has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough, Fauna & Flora Vice-president
Fauna & Flora

Fauna & Flora saves species from extinction and habitats from destruction, while improving the livelihoods of local people. Our guiding principles are to work with and alongside local partnerships, act as a catalyst for change, make conservation relevant, and base decisions on sound science. Founded in 1903, Fauna & Flora is the world’s longest established international conservation body; our conservation work, and impact, spans the globe.

The Opportunity

Fauna & Flora is seeking a highly competent Purchase Ledger Clerk to perform high quality purchase ledger transactional processing and to support the Financial Controller and the Finance team in the ongoing development and testing of systems and processes within the Finance function.

You will have experience of purchase ledger transactional processing, working with external payment providers and have excellent communication skills. You will be actively studying towards, or have a desire to study towards an accountancy qualification e.g. AAT, ACCA, CIMA, CIPFA, ACA. As a member of the UK-based Finance Team, your strong communication, interpersonal skills and customer focus will enable you to build effective working relationships at all levels across the organisation.

You will enjoy working in a dynamic and fast-paced environment, where the ability to manage a variety of concurrent tasks is paramount. You will be comfortable ensuring that all purchase ledger transactions comply with Fauna & Flora’s financial policies and procedures, and work with external payment providers to ensure that payments are made in a timely, efficient and cost-effective manner. With a proactive approach to your work, you will seek to add value and have opportunity to contribute your skills and expertise to Fauna & Flora’s growth and development.

In return, we offer the opportunity to work for a ground-breaking organisation at the forefront of global conservation, with generous pension contribution, attractive annual leave allowance, life insurance and salary exchange schemes.

Our offices are located in The David Attenborough Building in central Cambridge, just a few minutes’ walk from glorious historic buildings and museums, the picturesque River Cam, the central market and shopping centre, and a host of cafés and restaurants.

Terms and Conditions

Start Date: As soon as possible
Duration of Contract: Permanent
Probation Period: Six months
Gross Salary: circa £27,000 per annum
Location: Fauna & Flora, Cambridge  
Current policy offers partial remote working within the UK

Benefits:  
25 working days’ annual holiday entitlement plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time Fauna & Flora UK offices are closed

For employees on UK-based contracts, Fauna & Flora currently provides a pension contribution of 8% of salary after 3 months’ continuous employment.

Group Life insurance, currently set at a benefit of 4 x basic salary

Hours of Work: This is a full-time position, working 37.5 hours per week, Monday to Friday inclusive.

Job Description

Job Title: Purchase Ledger Clerk

Reporting to: Financial Controller

Key Relationships: UK-based Finance team members  
Programme Team administrators

Purpose of the role
To perform high quality purchase ledger transactional processing, contributing to the efficient and effective performance of the Fauna & Flora financial accounting function in compliance with Fauna & Flora’s internal finance policies and procedures. This role will also play a key part in the continuous improvement of the systems and processes within the department.

Specific Duties:

Purchase Ledger

- Review and process purchase orders according to Fauna & Flora’s internal policies and procedures and VAT legislation.
- Process invoices and other supplier transactions, including sub-grant payments and non-staff expenses. Post approved out-of-pocket expenses and credit card claims to the purchase ledger.
- Assist staff as needed to ensure compliance with Fauna & Flora’s internal policies and procedures.
- Reconcile supplier statements and promptly resolve any discrepancies that may arise.
- Review purchase ledger postings, identify and correct any errors. Perform a monthly reconciliation of the purchase ledger and follow up on any outstanding balances in a timely manner.
Payments and Banking
- Prepare suggested payment lists for scheduled and ad hoc payment runs.
- For approved payment lists, set up the payments with Fauna & Flora's bank and other payment providers.
- Maintain list of approved beneficiaries with Fauna & Flora’s bank and other payment providers.
- Post all supplier payments into the financial accounting system and allocate to the relevant supplier account.
- Investigate any payment queries with Fauna & Flora’s bank and other payment providers.
- Support the Financial Controller in monitoring cash flow and ensuring adequate balances are held in Fauna & Flora’s bank accounts and with other payment providers.

Systems and processes
- Update monthly exchange rates in the financial accounting system.
- Assist the Financial Controller with ongoing improvements to the finance systems and processes, including testing and implementing changes and updating documentation as required.

General Responsibilities
- Monitor the accounts email inbox and physical in-tray and action items accordingly.
- Maintain filing and archiving requirements related to the Finance Team.
- Provide support for external grant and statutory audits.
- Provide cover for other members of the UK Finance Team when required.

Duties may be altered, reasonably added or delegated from time to time to reflect changes within the organisation’s activities and structure.

Person Specification

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<th>Desirable</th>
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<td>Skills</td>
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<td>• Excellent numeracy skills</td>
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<td>• Excellent communication and interpersonal skills across all levels of an organisation</td>
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<td>• Excellent organisation, prioritisation and time management skills</td>
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<td>• Meticulous attention to detail</td>
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<tr>
<td>• Proficient in Microsoft Excel, Outlook and Word</td>
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<td>• Excellent spoken and written English</td>
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<td>Knowledge and experience</td>
<td>Behavioural qualities</td>
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| • Experience of posting financial transactions particularly in a multi-currency environment  
• Experience of performing supplier reconciliations and balance sheet reconciliations  
• Experience of processing payments to suppliers via bank and other payment providers platforms  
• Knowledge of UK VAT legislation  
• Experience assisting with systems development, testing and documentation | • Customer service focus  
• Strong commitment to organisation compliance  
• Ability to build positive personal and organisational relationships  
• Excellent team player, with the ability also to work well independently  
• Flexible to respond to demands of operating across different cultures and time-zones  
• Proactive approach to work  
• Demonstrates Fauna & Flora’s values | • Commitment to empathy with Fauna & Flora’s mission |

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| • Actively studying towards, or desire to study towards an accountancy qualification e.g. AAT, ACCA, CIMA, CIPFA, ACA  
• Experience of Access financial software (Dimensions, Capture and FocalPoint)  
• Experience of the Charity sector, preferably in an international organisation  
• Experience of working in a partially VAT exempt organisation  
• Experience of reverse charge VAT | | |

**Fauna & Flora Values**

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which Fauna & Flora is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity  
- We are collaborative  
- We are committed  
- We are inclusive, supportive & respectful  
- We get things done
How to Apply

Applications should consist of the following:

- Covering letter explaining why you are applying, relating your experience and skills to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission)

Applications should be submitted electronically to alex.moore@fauna-flora.org.

Please mark your application ‘Purchase Ledger Clerk’ and indicate in your covering letter where you saw this position advertised.

The closing date for applications is Sunday, 20 August 2023.

No agencies please.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

Applicants with Disabilities

Fauna & Flora encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jade Bedwell, People Adviser, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org

Fauna & Flora values diversity and is committed to equality of opportunity