

PURCHASE LEDGER & ACCOUNTS ASSISTANT



Inside

Overview

Benefits

Requirements

Responsibilities



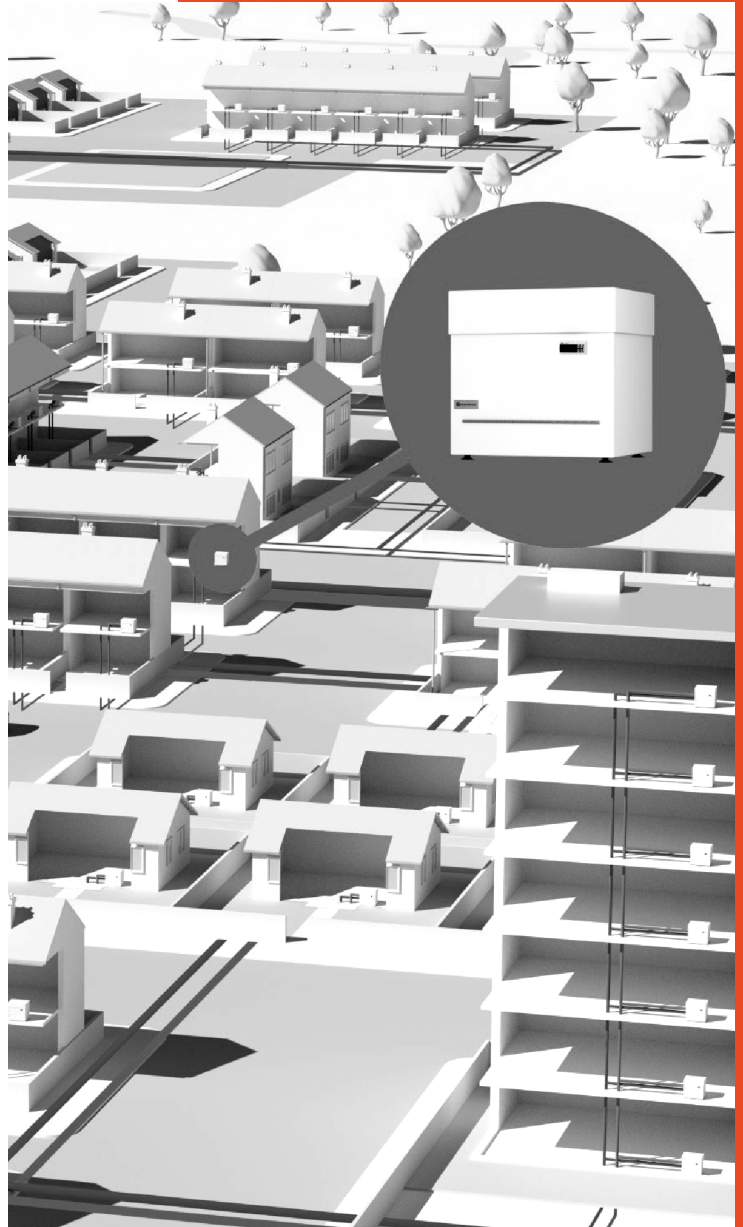
SUMMARY

The Kensa Group represents award-winning British engineering at its finest - the UK's leading manufacturer of ground source heat pumps (Kensa Heat Pumps), and the UK's pioneer of their mass-scale installation (Kensa Contracting).

The Kensa Group is transforming how Britons heat their homes, delivering a 21st century alternative to the gas grid.

After over two decades of connecting people to cleaner, greener, and cheaper heat, and the market for heat pumps growing rapidly we are looking for a purchase ledger and accounts assistant to run the purchase ledger for our manufacturing company.

You will process purchase ledger invoices for all of our stock of materials needed to produce our range of heat pumps. We are the market leader and together, we will meet the UK's ambition to install 600,000 heat pumps every year by 2028, and be net zero by 2050.



OVERVIEW

As the Purchase Ledger / Accounts assistant your job role will be varied, often deadline orientated and be an integral part of the accounts team. You will also assist the Head of Accounts in some of the monthly accounts preparation and cover the purchase ledger for our contracting business.

Your goal will be to process all purchase ledger invoices on time, and accurately, and run weekly BACS files to ensure our suppliers are paid on time and correctly. This often involves multiple currencies.

Kensa strives to hire the best people to deliver it's range of products and services, we firmly believe our people are why we have succeeded with our technology where many have not, with that in mind we are looking for an exceptional candidate.

Your success is integral to our supply chain, to ensure we keep supplies of stocks into our factory moving and build relationships with the credit control departments to help this facilitate this





BENEFITS

To facilitate your success as Purchase Ledger & Account Assistant, we will provide an innovative and futuristic oriented environment, a forum to express and test ideas, and interesting work with challenge and opportunity.

We also offer the pivotal opportunity for you to make a significant contribution to the shared services department and wider organisation.

At a grass roots level, we welcome you to a culture of incredibly hard-working, knowledgeable, inspiring, committed, enthusiastic, and passionate people.

We expect a lot from our staff, because we expect a lot from our industry's potential - we are all committed to the UK's 2050 path to net zero carbon, and are determined to achieve that goal, but we also want to enjoy the journey together.

- Competitive salary: £20,000 - £23,000 base. Dependent on qualifications and experience.
- Pension: Automatic enrolment into Kensa's company pension scheme.
- Holiday: 25 days holiday increasing to 30 days holiday (plus bank holidays) for 5+ years' service.
- Vitality Health Care after 1 years service
- Flexible working environment: We understand the benefits of flexible working conditions to meet the demands of your role, so we can accommodate a blend of working from home and office-based.
- Office culture: Aside from a fully-stocked sweet cupboard, we ensure you are well-stocked and have all of the technology and equipment you need to perform at your best.
- Social events: Work hard, play hard, we love to host regular Kensa parties for staff and their families, and in recent times when we haven't been able to get together in person, we do all we can to keep spirits high.
- Growth: Your development is important - we encourage and help with development including internal and external courses, learning, study and software support, all bespoke to you.
- Wellbeing: Free 24/7 access to an independent and confidential Employee Assistance Programme for you and your immediate family.
- Health: Cycle to Work Scheme to help lower your carbon footprint whilst boosting endorphins and your health.

REQUIREMENTS

Do you possess great attention to detail? How well do you deal with interruptions? A typical day in the purchase ledger department can be busy with a high volume of invoice processing. Are you focused on finding and creating the best workplace possible, it is extremely important that you are a collaborative team member who believes in our mission

EXPERIENCE

At least 2 years in a similar role with comparable goals and responsibilities, or a role with transferable skills and responsibilities.

EDUCATION

GSCE grade C or above in, Mathematics and English.

AAT Qualifications would be advantageous

CHARACTERISTICS

A great capacity for task follow through, deadlines and attention to detail.

Accurate, logical, analytical, a 'fact-finder', you are precise, and a thorough and methodical problem solver. You are adaptable, and not averse to change and happy to provide ideas and improvements. You are approachable a good listener, and work well as part of a small team as well as autonomously.

SKILLS

- You should understand the foundations surrounding purchase ledger invoice and credit processing using a stock system.
- You are highly skilled in Microsoft office and have excel skill that can be both practical and analytical.
- You should possess excellent numeracy and literacy skills and be an excellent timekeeper to ensure adherence to strict deadlines.
- You will be organised and be able to remain calm under pressure,.
- As well as keen eye for detail and an enquiring mind you should be able to use your initiative when dealing with problems and queries
- You should understand processing of invoices in multiple currencies and be confident in using exchange rate calculations.
- The role sits within the shared services department and you should have excellent customer service at the forefront of everything you do, as such you should be, approachable, with a can-do attitude.

RESPONSIBILITIES

As Kensa's Purchase Ledger & Accounts Assistant you should expect a challenging role for the numerically minded. You'll continually innovate and streamline the processes to ensure the smooth running of the purchase ledger.

One of the key monthly responsibilities will be to help the Head of Accounts process and reconcile the company credit cards which is a purchase ledger system of its own and will involve contact with many of our 60 company credit card holder to ensure we comply with rules surrounding the reclaim of VAT

- Logging, maintaining and filing invoices.
- Ensuring accuracy of VAT and nominal ledger coding.
- Generating payment files and transferring to our internet banking system.
- Investigating purchase ledger queries and monitoring the goods received not invoiced control account.
- Liaising with suppliers to ensure continuity of supply and building lasting relationships.
- Keeping records up to date to ensure we have an accurate database of supplier details
- Processing of monthly credit card journals.
- Generating reports and exporting data to excel for onward analysis.

A full list of responsibilities is overleaf.

WORKBASE

This role will be based at Kensa offices in Truro but will offer flexible home working.

REPORTING STRUCTURE

- Reporting to the Head of Accounts.
- Responsible for nil staff initially.

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thekensagroup.com/kensa-job-vacancies/

Or send a copy of your CV and a covering letter to:
jobs@thekensagroup.com

- Check invoices comply with VAT rates and that they include all information required for a VAT invoice
- Process invoices against correct purchase orders ensuring goods have been received as per the invoice.
- Raise queries and ensure swift resolution
- Process free text invoices to correct nominal ledger codes.
- Sense check and work out VAT calculations
- Be familiar with reverse charge VAT legislation
- Be familiar with CIS deductions
- Run weekly BACS payment files and process payments for sign off in our internet banking software
- Ensure we have up to date supplier information and follow strict procedures around the bank account details held on file.
- Reconcile purchase ledger statements and chase up missing documents
- Process credit card expenses.
- Deal with purchase ledger enquiries.
- Match delivery notes to invoices and keep tidy filing records.
- Housekeeping of items that have been received but not invoiced and resolve queries
- Other ad hoc duties, such as filing and photocopying, should be expected.
- Produce reports for the Head of Accounts as and when required
- Reconciliation of amounts clearing the bank for credit card statements
- Ensuring all credit card holders submit VAT invoices on time
- Help credit card users with the software for processing their credit card receipts
- Credit card admin such as PIN retrieval and ordering of new cards
- Cover for Kensa Contracting Purchase Ledger



Kensa Group

Heat Pumps | Contracting | Utilities

This job description and benefits may be subject to change, in consultation with the postholder, in response to new circumstances.

Kensa are an equal opportunities employer and are committed to providing a working environment that is free from all forms of discrimination and where all employees are treated with dignity and respect.

Please see our Equal Opportunity, Dignity and Diversity Policy for further information.