



Creating great homes together

# Role Profile

**Position**

**Purchase Ledger Supervisor**

**Reporting to**

## What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- To supervise a team that supports budget holders and their teams to make a difference to people and communities.
- Work in a friendly and supportive team that encourages and supports new approaches and ways of working.
- Home working with some face-to-face training.
- Flexible working hours & Pension.
- Training & development opportunities, including involvement with projects.
- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our exceptional benefits package reflects our commitment to your well-being and includes a generous pension scheme and a comprehensive cash back health care scheme. We also support our local communities and encourage you to get involved by taking one paid day a year to volunteer.
- In addition to our extensive benefits package, you will receive 25 days of holiday annually, which can increase to 30 days after five years of service. Our wellbeing portal and employee assistance program are tailored to support both your mental and physical health, ensuring you thrive in both your professional and personal life.

## What you are known for

- Communicating effectively across the business.
- Owning the purchase order process, ensuring it is adhered to and works efficiently.
- Being able to work to deadlines and under own initiative.
- Ensuring work is accurate and setting yourself and your team high standards.
- Maintain confidentiality in line with organisational policy.
- A good attention to detail and accurate processing.

## What you take care of

- Supervision and development of 3 finance assistants.
- Purchase ledger processes and procedures & internal controls.
- Lead or assist on finance system updates, upgrades or changes to process, including training across the organisation.
- Accurate processing of invoices, producing timely payment runs.
- Suppliers paid in line with their terms.
- Liaison with bank for new procurement cards & transaction processing.
- Complying with financial regulations.
- Key contact for external & internal audit re Purchase Ledger.
- Petty Cash management.

## What you need to be successful

- Experience of leading and developing a small team of 3.
- Strong planning and co-ordinating skills.
- Strong Office 365 skills, Excel in particular.
- Knowledge of high-volume processing systems.
- Experience of double entry bookkeeping.
- Working independently and able to manage your workload.
- Curious about efficient processes.

## Qualifications required

Applicants with transferrable skills are encouraged to apply.

- AAT qualified or 2 years' experience.
- Equivalent of 5 GCSE's grade C or above to include Maths & English.

Approved: V1/