



Creating great homes together

Role Profile

Position

Purchase Ledger Supervisor

Reporting to

Head of Finance

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 comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

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: V1/082024