



Job Title: Purchase Ledger Clerk (ref. KMH/ CN/248)

Hours: 37.5 hours per week, Monday to Friday

Locations: Doncaster, DN4 5PL

Employer: Keepmoat Homes Central Services

Job Type: Full Time Fixed Term

Keepmoat Homes is a fast growing top 10 UK housebuilder. We design and build quality homes and create places where people want to live.

Our investment and participation help's transform communities and improves the lives of local people. We have a national presence combined with local knowledge and expertise in all aspects of housing – from finance, design and planning, to developing and building. Our comprehensive skills and capabilities give us a wider perspective across the whole housing lifecycle and we create lower risk ways of building homes people need.

For more than 90 years our work has been visible to local communities so being part of the community is in our DNA. We hire local suppliers and tradespeople and work with local communities to make sure that our plans meet their needs.

Main purpose of the role

To be responsible for the processing of all invoices received via post and email and EDI. Resolving queries, by liaising with Suppliers and the wider business to ensure payments are on time, every time. To work as part of a team committed to implementing process improvements to streamline our way of working.

Key Accountabilities

- Daily monitoring of the central email inbox and eCommerce workbench
- Printing invoices, electronic filing and replying to Supplier queries
- Opening and distribution of the departments daily post
- Accurately process invoices in line with company policies and procedures
- Ensure timely payment to Suppliers and adherence to terms and credit limits
- Ownership of invoice queries through to resolution in a timely fashion
- Escalation of any issues to the Purchase Ledger Supervisor
- Reconciliation of Supplier statements
- Focus on building strong relationships with other internal departments through excellent verbal and written communications
- Work individually and collectively to improve departmental KPI's
- Manage own workload and assist the wider team, where required, to ensure monthly deadlines are met
- Strive for continuous improvement and ways to streamline processes

HS&S Responsibilities

To take care of your own health and safety and that of others who may be affected by your work and adhere to the Keepmoat Health, Safety and Sustainability standards.

Keepmoat Values and Behaviours – how we work

Straightforward

- ▶ Communication
 - Encourages and contributes to quality conversations
 - Challenges others in an open and honest way
- ▶ Openness and integrity
 - Develops trust through being open, honest and friendly
 - Has a positive impact by doing what they say they will do

Creative

- ▶ Innovation and Change
 - Open minded, flexible and willing to test/trial new products and services
 - Has a progressive mind-set and sees the big picture
- ▶ Thinking and decision making
 - Asks questions and uses available information to make logical decisions
 - Demonstrates good problem-solving capability and identifies solutions

Collaborative

- ▶ Building relationships
 - Works to break down barriers
 - Treats others how they wish and want to be returned
- ▶ Team working
 - Encourages others to have their say by involved them in decision making
 - Is willing team player treating others with fairness and respect

Passionate

- ▶ Pride and Resilience
 - Lives and breaths the Keepmoat Homes way
 - Positively contributes to overall success of the business and team

- ▶ Delivering Results
 - Consistently delivers what's needed
 - Demonstrates a 'can do' approach, identifying solutions not problems

Skills, Knowledge, Experience

Experience/Skills

- Experience of working in high volume Purchase Ledger environment
- Excel Spreadsheet skills

Attributes

- Excellent communication skills
- Excellent attention to detail / high degree of accuracy
- Able to prioritise and manage own work load
- Ability to work on own initiative as well as part of a team

Meet deadlines and

Education and Qualifications

Essential:



Why work for us?

At Keepmoat Homes we pride ourselves on being a great place to work. As the market leader in our industry we want to ensure that we attract, motivate, and retain the best people who can deliver the best service for our customers

We offer you:

- Competitive rates of pay – We regularly check our pay against our competitors to make sure they reflect our position as market leader. We also review our pay every year
- Bonus Scheme – Our annual bonus scheme is linked to team and company performance
- Special offers for staff – We run a range of offers and discounts exclusively for our employees including holidays, health club memberships and days out
- Trust – We encourage you to come up with ideas and get the most out of your job with us
- Recognition – We have a scheme to reward people who go the extra mile for our company
- Development – we offer genuine development opportunities to progress your career

If you are interested in applying, please send your CV to: recruit@keepmoat.com. Please quote job reference number KMH/CN/248 in the subject field of your email. **If you do not include this number unfortunately we will not be able to process your application.**

We reserve the right to withdraw this vacancy at any time if there is a high level of applications, therefore we would recommend that you submit your application as early as possible

Please assume your application has not been successful if you have not been contacted within 20 days of submitting your application