



Job Title: Purchase Ledger Clerk

Hours of work: 35 hours per week

Salary: Range £16,000-£19,000 (Depending on experience) + benefits

Location: The Den, Zampa Road, London. SE16 3LN

Responsible to: Management accountant

Role Summary:

Millwall Football Club are looking to recruit a committed, knowledgeable and self-motivated purchase ledger clerk. This is a new role following a restructure of the finance department and will report into the management accountant.

The successful candidate will be responsible for maintaining the accounts payable ledger, including liaison with internal departments at the stadium and training ground to identify suppliers, and process invoices for payment.

The Club is keen to attract driven and motivated applicants, who will thrive in a fast-paced business environment and are looking to develop a career working in finance. Relevant training will be provided, and there is an opportunity to study for relevant accounting qualifications.

Key Duties

- Validate all supplier invoices for appropriate documentation, coding and approval prior to payment.
- Manage supplier invoices in accordance with company payment terms and invoice due dates.
- Input and upload supplier payment batches and management of fortnightly payment runs.
- Monthly supplier statement reconciliations for the largest supplier accounts.
- Monthly accounts payable control account reconciliation.
- Management payment schedules for football creditors, including away tickets, transfer payments and league payments, ensuring all payments and returns are made before the deadlines.
- Working with the sales ledger clerk and management accountant to identify improvements in processes and controls and implementing these.
- Holiday cover for other tasks usually covered by sales ledger clerk.
- Assisting the management accountant with month-end and year-end processes, including provision of information to auditors.
- The role will include some matchday working, which will be agreed in advance.





The successful applicant;

- Trustworthy, conscientious and reliable individual
- Ability to work well with others, and generate sound work relationships with a variety of staff throughout the club, as well as with key suppliers to the club.
- Experience of working in a finance department is essential
- Strong Microsoft Excel skills are desirable
- Experience using an accounting system is desirable, and use of SAGE 50 would be advantageous.
- Ability to work to deadlines and manage your own workload, through taking your own initiative.

Application Process:

Please send a copy of your CV and covering letter to: markfairbrother@millwallplc.com by Friday 18th October 2019

Interview date – Week commencing Monday 28th October 2019

