



## JOB DESCRIPTION

**Job Title:** Accounts Assistant/Purchase Ledger  
**Job Location:** Daytona Sandown Park, Esher, Surrey  
**Commencing:** Immediate  
**Reporting to:** Finance Director  
**Place in Organisation:** Finance Team  
**Hours:** Full- or part-time, office-based

---

### MAIN PURPOSE OF JOB

Checking, inputting and payment of supplier invoices to Sage Accounts system  
Input into, support and roll-out of improvements to finance process  
Support to Finance Director and Group Management Accountant

---

### GENERAL RESPONSIBILITIES

Management of Group Purchase Ledger (including Purchase Order Control):

1. Ensure orders are placed according to procedure, and orders received as placed
  2. Matching orders to invoices and obtaining payment approval from department heads, correct coding, etc
  3. Input approved invoices to Sage accounting system; 200-250 invoices per month
  4. Reconcile supplier statements including Amazon account, resolve unreconciled items, and request missing invoices. Investigate and resolve supplier queries
  5. Prepare weekly supplier payment runs including international payments and expenses. Import Sage payment file to bank for approval
  6. Maintaining supplier account details on Sage e.g. bank details for BACS runs, emails for remittance advices, etc
  7. Review employee expenses for payment weekly, and post to Sage
  8. Prepare and compile credit card receipts, match to monthly credit card statements, and post to Sage
  9. Bank account reconciliation at least weekly
  10. Daily sales reconciliation between sales system and bank receipts
  11. Maintaining stocks of office supplies
  12. Placing orders as requested from senior managers, dealing with post and deliveries, answering telephones, etc
  13. Assisting senior managers with various analyses and ad hoc duties.
-



## **ESSENTIAL SKILLS, QUALIFICATIONS AND EXPERIENCE**

The candidate should be self-motivated and have good MS Office skills (especially Excel and Word) and experience of Sage Accounts is preferred. The candidate should have 3+ years' experience working in a finance department with particular emphasis on Purchase Ledger and be comfortable working in a small office environment.

To apply for this position, send your CV and covering letter to [careers@daytona.co.uk](mailto:careers@daytona.co.uk) with the job reference in the subject line: **AASP26**