

## Role Profile

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**Job Title:** Purchase Ledger Clerk – 6 month fixed term  
**Department:** Finance  
**Reports To:** Jennifer Kennedy  
**Ref:** Ref-221, V4 – 21 May 2025

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### Role Overview

Reporting to the Bank and Accounts Payable Supervisor, the main objective of the role is to ensure that your portfolio of suppliers are paid in a timely manner and all queries are effectively dealt with.

### Main Duties

- Effectively match all purchase invoices to orders raised by individual departments
- Input invoices to the system and to ensure purchase invoices are transferred into the accounting system
- Verify invoices and complete supplier reconciliations
- Liaise with suppliers and ensure that all queries are resolved in a timely manner to minimize accounts being placed on stop
- Ensure incoming telephone calls are answered in a professional manner and are effectively dealt with
- Filing of all purchase ledger documentation
- Processing and posting all cheque and bacs payments
- General finance and accounts duties
- Co-ordinate any parked invoices and chase for updates
- Any other purchase ledger and admin duties that are required

### Competencies to perform the role

- Excellent computer skills
- Excellent numeracy and literacy skills
- Attention to detail and good organisational skills
- The ability to prioritise
- Proven work experience as a Purchase Ledger Clerk
- Excellent communication skills
- Be flexible and adaptable as the role develops with time
- Be able to work under pressure, on own initiative and constantly seek to improve

### Experience and Qualifications

- 2 years in a similar role
- Knowledge of ERP systems

### Other Significant Role Requirements:

- Excellent Customer Service Skills
- Excellent Professional Etiquette

**Performing the role in line with the Monaghan Cultural Values:**

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people.
2. Forward Thinking: We think ahead and we think for the long term.
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way.
4. Inspiring: We seek out new ways to excite and inspire each other.
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact