

**Purchase Ledger Controller**  
**35 Hours**  
**Commensurate with experience**  
**Immediate Start**

Emirates Old Trafford, the Home of Lancashire Cricket is a world class multi-purpose venue, from hosting International, cricket to sell-out concerts, with a 150-bed hotel with 85 pitch facing rooms. Conference & events facilities that can cater from 10 to 2,000 people from small meetings to large exhibitions and conferences.

We are currently recruiting for an experienced Purchase Ledger Controller to manage all aspects of the Club's busy purchase ledger within the finance team.

**Key Responsibilities**

Processing and matching of invoices.  
Processing employee expenses and fortnightly BACS and cheque payments.  
Balancing relevant nominal ledger control accounts.  
Management of supplier relationships.  
Liaison with all departments on purchase queries.  
Production and distribution of standard purchasing reports as determined by management.  
Arrange and prepare electronic archiving of purchase invoices and employee expense claims.  
Prepare monthly purchasing accrual reports.  
To assist on major match days with the counting and recording of cash and general overseeing of financial activity.  
General support and cover for absences within the finance team.

**Essential Requirements**

Basic double entry bookkeeping skills.  
At least two years experience of managing a busy purchase ledger to trail balance.  
Good relationship management skills both with suppliers and internal management  
Strong communication skills, both written and verbal.  
Flexibility in working hours and days during the concert and cricket season.

Good working knowledge of NetSuite (preferred but not essential)

Please take a look at the full job description and if you have the experience and skills and a passion for making change and the enthusiasm and energy levels to engage and achieve this, please submit your written application, with current salary, including covering letter and CV outlining why you should be considered for the role. Please send to Alex Bullough, Recruitment and Training Manager at [careers@lancashirecricket.co.uk](mailto:careers@lancashirecricket.co.uk).

Closing date for applications is 11<sup>th</sup> August 2021.