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**Your New Job Title:** Purchase Ledger Team Leader (12 month MAT cover)

**Company:** Remus Management

**Location:** Salisbury

**Hours:** 08.45 – 17.15

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Are you an experienced Purchase Ledger looking for a new and exciting opportunity to work for a forward thinking and progressive company? Then look no further!

### **Introducing the Fexco Property Services Group**

The Group currently consists of 3 property management brands plus a risk-assessment brand. We work with 8 out of the 10 top UK developers, and we currently manage a portfolio of 70,000 properties. Collectively there are 12 regional offices across England & Wales supported by in-house teams that manage Admin & Finance, HR, H&S, Marketing & Communications and Legal & Compliance, so you'll be joining a well-established and growing group. More information can be found here: [www.fexcopropertyservices.co.uk/](http://www.fexcopropertyservices.co.uk/)

### **We do things a bit differently!**

There is no corporate nonsense, and no old-fashioned hierarchy! Instead, we work with oodles of self-sufficient, autonomous teams across our group. Think of our regional offices as smaller, family-oriented business, but with the corporate benefits, training and support you will need to succeed!

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### **About this Role:**

Based within the Client Finance Team, this role is to manage the full Purchase Ledger processes and controls for multiple properties under management.

### **Some Responsibilities and Goals you'll own:**

- Daily processing of invoices to invoice register, scanning, remote authorisation, coding.
- Lead team of five Purchase Ledger Clerks - posting all supplier invoices and queries
- Carry out payment run bi-weekly and produce remittance and resolve supplier queries
- Review payment funding process - flagging gaps and loan where needed
- Dealing with all Property Manager related supplier payment issues, ultimate full responsibility for all supplier settlements and issues
- Ensure invoices are logged and approved with payment terms as along agreed SLA terms
- On-board new approved Suppliers
- Dealing and solving both internal and external queries by e-mail and telephone

### **Must Have Skills:**

- Previously Purchase Ledger department experiences
- Experience of high-volume data management, transactions and controls therein
- Intermediate level proficiency with Microsoft Excel
- Excellent communication skills, both verbal and written
- A confident and assured telephone manner
- Highly analytical
- Exceptional organisational skills and ability to work to deadlines
- An effective team leader and wider team player
- Motivated and target driven.

- Strong attention to detail and high level of accuracy.
- Capable of working under pressure during busy periods.

**Bonus / Superhero Skills:**

- Relevant service charge experience
- Experience of using QUBE system

**Who will love this Job because:**

- You like making things easier for customer and colleagues. If there's a roadblock, you want to smooth it away.
- You are energised by interacting with and helping people. You know that everyone has trouble sometimes and seek to empower and educate customers.
- You are a positive person and know how to look on the bright side.
- You're comfortable with a little chaos and uncertainty! But you love reading and learning of new ways of doing things.

**So, if freedom, self-sufficiency, and head-scratching professional challenges rock your world, we could be a match made in heaven!**

**To apply send your CV to [hr@fexcopropertyservices.co.uk](mailto:hr@fexcopropertyservices.co.uk) or apply via the contact form online:**

Review from a Property Manager employee as of April 2021:

*“Good team spirit, lots of support from management and an ever-improving training team.”*

[www.remus.uk.com/careers/](http://www.remus.uk.com/careers/)