



Property
Services

Your New Job Title: Purchase Ledger Clerk

Company: Remus Management

Location: Salisbury

Hours: 08.45 – 17.15

Are you 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/

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!

About this Role:

Supporting a team of Purchase Ledgers within the Accounts Team, you will be processing supplier invoices for payments within this very busy department.

Some Responsibilities and Goals you'll own:

- Processing invoices onto the invoice register utilising bar coding system/softology coding selecting the correct property fund, codes and matching works orders ensuring the appropriate supporting photo evidence of works are approved
- Carry out payment bi-weekly runs to suppliers and produce remittance advice
- Where applicable chase suppliers for any refunds due and ensure liaison with Treasury team for received funds to ensure funds are processed against supplier and client
- Dealing with all purchase ledger related enquires for clients, PM's, utility companies and suppliers whilst maintaining high levels of customer focus
- Ensure invoice are logged onto the register within 3 working days of receipt
- Monitor and cleanse the system of any inappropriately coded invoices i.e. approved dispute invoices and provide feedback to PM's regarding errors
- Assist the client handover team inbound and outbound client purchase ledger issues, ensuring invoices are paid as appropriate prior to handover and escalating issues as appropriate to the Finance Manager

Must Have Skills:

- Some purchase ledger or invoicing experience, or numerate and willing to learn
- Clear, concise and professional telephone manner

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- Ability to use Microsoft packages including Word, Excel and Outlook
- Excellent customer service skills
- Team player
- A “Can do” and “first right time” attitude

Bonus / Superhero Skills:

- AAT qualification or equivalent
- Property accounting knowledge and experience
- Knowledge/experience of Qube

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!

Review from a Property Manager employee as of April 2021:

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

To apply send your CV to hr@fexcopropertyservices.co.uk or apply via the contact form online: www.remus.uk.com/careers/