



16 November 2018

JOB OPPORTUNITY: PURCHASE LEDGER COORDINATOR NOTTINGHAM FOREST FOOTBALL CLUB

We are looking for an individual with demonstrable experience of Accounts Payable / Purchase Ledger to join our Finance team which is based at The City Ground, to be responsible for running our Purchase Ledger and assisting with the roll-out, implementation and ongoing management of our new purchase order system.

You will:

- Assist with the roll-out of the new purchase order system.
- Maintain the new purchase order system and become the system expert.
- Ensure all invoices are processed within the Club's agreed purchasing procedures.
- Undertake monthly supplier statement reconciliations.
- Investigate invoice queries and dispute with colleagues and vendors.
- Undertake monthly Club credit card reconciliations.
- Produce and control monthly reconciliation of aged creditors.
- Assist colleagues with monthly balance sheet reconciliations such as prepayments & accruals.
- Compile supplier BACS runs and suggested payments' list for review and processing.

You will have:

- Solid experience of working in an Accounts Payable / Purchase Ledger role
- Knowledge of and familiarity with Finance systems such as Microsoft Navision (essential) and SAP Concur (desirable)
- Excellent knowledge of Excel
- Excellent organisation skills and the ability to manage competing demands and deadlines to be able to cope in a fast-moving environment and deal with issues at short notice and often at the last minute
- Excellent accuracy and attention to detail

In addition, you will be:

- A strong team player and comfortable communicating with colleague at all levels of the Club
- Professional and discrete, recognising the importance of maintaining complete confidentiality in performing all aspects of this role.

To Apply

- Application is via CV with a one page covering letter to jobs@nottinghamforest.co.uk
- Closing Date: 30 November 2018

EQUAL OPPORTUNITIES COMMITMENT

Nottingham Forest Football Club is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of age, disability, gender, gender reassignment, marital / civil partnership status, pregnancy / maternity leave, race, religion/belief, sexual orientation, or any other legally protected characteristic.

NOTTINGHAM FOREST FOOTBALL CLUB