

Job Framework:

JOB TITLE



General role information

Job Title:	Purchase Ledger and Expenses Officer
Reporting to:	Deputy Purchase Ledger and Expenses Manager
Salary Band:	13
Notice period:	1 Month
Career Band:	
Budget Responsibility?	NA
Direct Reports?	NA
Client facing role?	NA

Introduction:

MSI Reproductive Choices is one of the world's leading providers of sexual and reproductive healthcare. We believe that everyone should have the right to choose. From contraception to safe abortion and life-saving post-abortion care, we are committed to delivering compassionate, affordable, high-quality services for all.

Today, our organisation has over 9,000 team members working in 37 countries across the world. Our success lies in the fact that MSI teams are locally led, entrepreneurial and results-driven, and are passionate about delivering high quality, client-centered care in their own communities. As a social business, we focus on sustainable delivery, efficiency, and funding models that are built to last, so that the women and girls we serve today will have a choice in the future too.

We know that access to reproductive choice is life changing. For some, it can mean the ability to complete an education or start a career. For others, it means being able to look after the family they already have. For everyone, it means the freedom to decide their own future, creating a fairer, more equal world.

The role

As a Purchase Ledger Officer your responsibilities will include maintaining the purchase ledger by posting invoices into the accounting system as well as verification to ensure correct coding and accuracy. You will also be verifying supplier accounts by reconciling monthly statements and related transactions.

The successful candidate must have experience in a similar role within the Purchase Ledger and capable of dealing with a high volume of transactions in a sizable organisation.

You will need a good working knowledge of Excel and experience of SUN Systems is desirable.

Working closely with other Purchase Ledger members, you will need excellent communication skills and be motivated to seek out answers, generate ideas and develop new skills.

Attention to detail is key.

All MSI Reproductive Choices job framework is subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices recruitment process, please do so via email to

recruitmentinbox@msichoice.org

Key Responsibilities

- Checking and posting invoices with accuracy
- Purchase Order system maintenance
- Creation of supplier accounts
- Reconciliation of key Balance Sheet accounts and statements
- Maintain the Purchase Ledger inbox & Handle Expenses queries
- Reporting Expense Claims in line with the Travel & Expenses Policy

Key Skills

To perform this role, it is **essential** that you have the following skills:

- Ability to work in a diverse and inclusive environment, respecting and collaborating with all individuals equally, and with a commitment to overcome bias and prejudice
- Intermediate knowledge of Excel – essential
- Strong understanding in accounting terminology and of double entry - essential
- Excellent numeracy skills – essential
- Working knowledge of HMRC guidelines – desirable
- Eyes for minimal details
- Process invoice and expenses with accuracy

Key Experience

To perform this role, it is **essential** that you have the following experience:

- Reconciling large supplier accounts – essential
- Reconciling Employee's expenses including corporate cards – essential
- Working on a shared inbox – desirable
- Experienced on Sun Accounts Version 6 - desirable
- Experience of Vision Reporting – desirable

Formal Education/qualification

- No formal educational requirement, qualification through experience is sufficient for the role OR
- Detail formal education requirements.

Personal Attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, all united by a belief in our mission and a focus on delivering measurable results. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, curious, resilient, and solutions-oriented, and be committed to promoting equality, and safeguarding the welfare of team members and clients alike.

For this role, we're looking for an individual who is:

- Committed to the protection of team members and clients, with a focus on vulnerable groups
- Able to role-model inclusive and culturally sensitive attitudes and behaviours
- Excellent communication skills
- Good problem solving ability
- A strong team player
- Excellent interpersonal skills
- Good planning and organisational skills
- Able to prioritise workload and meet strict deadlines
- Pro-choice on abortion

Our Values

Mission Driven: With unwavering commitment, we exist to empower women and men to have children by choice not chance.

Client Centred: We are dedicated to our clients and work tirelessly to deliver high-quality, high-impact services that meet their individual needs.

Accountable: We are accountable for our actions and focus on results, ensuring long term sustainability and increasing the impact of the Partnership.

Courageous: We recruit and nurture talented, passionate, and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.

Resilient: In challenging situations, we work together and support each other, adapting and learning to find solutions, whatever we're up against.

Inclusive: We believe that diversity is a strength. We all play our part in creating a culture where every team member can thrive, feel valued and contribute meaningfully to our mission, and where all our clients feel welcome and supported.

By signing below, you indicate that you have read and agree to this job framework.

Full Name:

Signature:

Date:

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