

Deputy Purchase Ledger & Expenses Manager



Job Framework

Job Title	Deputy Purchase Ledger and Expenses Manager	Cost Centre	62046
Location	Conway Street, London	No. of Direct Reports	1 to 2
Reporting to	Purchase Ledger & Expenses Manager	Budget (Y/N) Responsibilities	N

The Function

Marie Stopes International (MSI) is a global organisation providing personalised contraception and safe abortion services to women and girls. Our local teams of professionals are passionate about the work they do in communities across 31 countries. The services we provide give a woman the power to choose when she has children so that she's free to pursue her plans and dreams for herself and her family.

The primary responsibility of this role is to further MSI's Goal: The prevention of unwanted births and its mission of ensuring an individual's right to: children by choice, not chance.

The Role

Working with the Purchase Ledger and Expenses Manager on the management of Purchase Ledger & Expenses functions within Global Finance Team.

As the Deputy Purchase Ledger and Expenses Manager your responsibilities will include maintaining the purchase ordering and invoicing systems, reconciling key balance sheet accounts, and assisting the team with processing invoices and expenses accurately and promptly. You will also be conducting team and end users training on systems, processes, and procedures. You will be involved in month end reporting of aged balance sheets and reports affecting the area.

Key Responsibilities

- Assisting with the management the day to day activities of the purchase ledger and expenses ledger team who carry out purchase ledger & expenses functions, all of whom report to this position
- With the Purchase Ledger & Expense Manager to ensure the successful performance of the purchase ledger & expenses functions
- OGSM reviews of the team members of the purchase ledger & expenses section
- Regular communication and liaison with Purchase Ledger Manager, to ensure issues which may have a significant impact on the activities of the team are resolved in a timely manner
- Ensure that reconciliation of company credit card is carried out by the team on a regular basis and ensure cardholder purchases are cleared in accordance with the company policy and any aged debts resolved
- To assist with weekly & ad hoc payment runs for all suppliers and for employee expense claims in accordance with agreed payment terms via BACS, cheque payments or bank transfer.
- Oversight of the Purchase Ordering system to ensure that all stakeholders needs are met
- Liaising with the Management Accounts team concerning all matters which impact management accounts
- Manage a portfolio of supplier accounts to ensure reconciliations are carried out regularly and suppliers are paid on time

Deputy Purchase Ledger & Expenses Manager



Experience

- Experienced on Sun Accounts Version 6 - desirable
- Experience of Vision Reporting – desirable
- Intermediate knowledge of Excel – essential
- Strong understanding in accounting terminology and of double entry - essential
- Excellent numeracy skills – essential
- Working knowledge of HMRC guidelines for expenses including Per Diems– desirable

Qualifications and Training

- GCSE Level or equivalent in Maths and English - essential
- Working towards an accounting qualification – desirable

Personal Attributes

- Excellent communication skills
- Problem solving ability
- Strong team player
- Excellent interpersonal skills
- Good planning and organisational skills
- Prioritise workload and meet strict deadlines
- Pro-choice on abortion

MSI Behaviours and Values

Work as One MSI

- You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximise our ability to influence others
- You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort
- You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.

Show courage, authenticity and integrity

- You hold yourself accountable for the decisions you make and the behaviours you demonstrate □

You are courageous in challenging others and taking appropriate managed risks.

Develop and grow

- You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective
- You manage your career development including keeping your knowledge and skills up to date.

Deputy Purchase Ledger & Expenses Manager



Deliver excellence, always

- You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role
- You build and maintain effective long-term working relationships with all stakeholders and are a true MSI ambassador.

Leadership (For Leaders only)

- You inspire individuals and teams, through situational leadership, providing clear direction
- You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline
- You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team
- You articulate a vision of the future which inspires and excites others.

MSI Values

- **Mission driven:** With unwavering commitment, we exist to empower women and men to have children by choice not chance
- **Client centred:** We are passionate about our clients and dedicate our efforts to delivering agreed objectives to the highest possible quality
- **Accountable:** We are accountable for our actions and take responsibility for everything we do to ensure long term sustainability and increased impact
- **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.

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