

# Job Description:

## Purchase & Expenses Officer



General role information	
Job Title:	Purchase Ledger & Expenses Officer
Reporting to:	Deputy Purchase Expenses Manager
Salary Band:	13
Notice period:	1 Month
Career Band:	9
Budget Responsibility?	No
Direct Reports?	No
Client facing role?	No
About MSI Reproductive Choices	
<p>At MSI Reproductive Choices we are unapologetically pro-choice. We believe that every woman has the right to make choices about her own body and her own future. As one of the world's leading providers of contraception and safe abortion care, we give women the means to do so. Our team members, working across 37 countries, provide high quality, safe services to women, when and where they need them. Because when a woman can determine her own future, she can contribute to creating a better, more sustainable future for everyone.</p> <p>MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all staff and post holders to share our values and commitments.</p>	
The department/team	
Finance department / Shared Services Team	
The role	

All MSI Reproductive Choices job descriptions are 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](mailto:recruitmentinbox@msichoice.org)

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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.

### 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

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Please read this document in conjunction with the Person Specification for the role.

### Signature

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

**Full name:**

**Signature:**

**Date:**

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