

**Love figures, fixing things and feeling valued? We think you'll love this job!**

**SDL Property Management**

**Birmingham**

## **What we do**

SDL delivers national coverage across the board, in surveying, mortgage services, auctions, property management, lettings and estate agency. In all areas, our revolutionary spirit has the customer at its heart. Within Property Management we provide Estate, Leasehold and Commercial Property management services as well as private rental and build-to-rent services and a unique franchise scheme for property management. Never afraid to do things differently, we are constantly evolving our services in response to customer needs and market opportunities, introducing improvements and innovations that are helping to shape the future of our industry.

## **What we care about**

Revolutionising our customers' experience is what drives us each and every day at SDL. We thrive on shaking up the industry and doing what it takes to make customers' lives easier and better. Because they deserve more and we want to be the ones to wow them.

We believe our greatest asset is our people and by empowering them to make a difference our people can become the best they can be.

## **Your life as a Purchase Ledger Clerk**

You will record and retrieve financial information, providing a vital service to the SDL Group including maintaining financial records, processing payments and cash handling. With the support and guidance of the Team Manager, you will enjoy showing your dazzling organisational skills and making life easier for your team through the accuracy and timeliness of your work. And when you're not inputting data, reconciling figures and chasing unpaid invoices you'll turn your bright mind to the challenge of improving how things are done – and playing your part in our bright future.

*Love* OUR  
CUSTOMERS

*DARE* TO BE  
DIFFERENT

MAKE IT  
BETTER

## What you'll do

- To ensure that the purchase ledger is accurately maintained and process deadlines (payment dates) are met.
- To ensure payments are made in accordance with agreed terms and conditions.
- To ensure good internal control with respect to the purchase ledger function for example purchase orders and invoices are signed by the appropriate signatories and coded correctly on Qube Purchase Ledger system.
- Processing and coding daily invoices on to our in-house system Qube.
- Approving invoices for payment run.
- Investigating rejected invoices.
- Taking calls from contractors and suppliers.
- Dealing with Final Notices & Legal Action for non-payment.
- Contacting suppliers regarding Disconnection notices.
- One off payments for urgent queries.
- Running large Payment Runs
- Reconciling & Updating Supplier accounts as necessary.
- Using Microsoft Excel for recording of information.
- Using outlook to correspond with contractors and suppliers.
- Keeping up to date with spreadsheets and transfers.
- Posting Supplier refunds.
- Using Bankline
- Liaising with Property Managers where funding is low.
- Supporting other members of department where necessary and to cover holidays etc.
- Working alongside other purchase ledger clerks and offering support and guidance
- Offering guidance and support to other staff members
- Dealing with general complaints from contractors and suppliers.
- Being part of an active staff team and adhering to all company policies and procedures.
- Any other duties as required.

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## Who we're looking for

We're on the hunt for a happy number-cruncher with:

- At least 1 years' experience in a financial role
- A proficient level of understanding of Microsoft office programmes
- Confidence when it comes to dealing with numbers and writing clearly
- Experience of working to deadlines, solving simple problems and multi-tasking
- Good communication skills, in writing and in person
- The ability to prioritise tasks
- A passion for getting the detail right every time
- A genuine desire to keep learning through training and development
- Eligibility to work in the UK and everything it takes to successfully complete pre-employment screening

And, ideally, but not vitally:

- \* Advanced MS Excel skills
- \* A flexible attitude to work

## How to apply

Write an email telling us why this job's got your name on it. Attach your CV. Press send.

[recruitment@sdlgroup.co.uk](mailto:recruitment@sdlgroup.co.uk)

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