



Purchase Ledger / Assistant Accountant

Pudsey (Stanningley – behind ASDA & M & S, 4 min walk from New Pudsey Train Station)

Salary: £20,000 - £22,000 DOE, 23 days holidays plus bank hols and other great benefits

37.5 hours per week (Mon to Fri)

Temporary contract for maternity leave cover, expected to last up to 8 months

Ask yourself:

- Do I want to work in a friendly and ethical company?
- Is developing my career and being rewarded for my efforts important to me?
- Would I like to be recognised for my hard work and contributions?
- Do I want to support vulnerable customers to find financial freedom?
- Would I like to work for a small company with a Big Heart, with strong values?

If your answer to the above is Yes, then come and join Lantern!

WHO ARE WE

Lantern specialise in purchasing and recovering debt in a fair and compliant way. Our customers trust us and they frequently tell us so. We have grown substantially in recent years, winning many awards and more recently being awarded Investor in Customers **Gold** Accreditation. With significant investment we're growing and creating new opportunities for talented people to join us. If you'd like to know more about us visit our website - lanternuk.com/corporate

WHAT WE CAN OFFER YOU

You'll be rewarded with a competitive salary, plus an excellent benefits package, which includes:

- 23 days holiday + Bank holidays;
- Up to 5% employer contribution to your pension plan;
- Company-funded Income Protection and Life Assurance Cover;
- Enhanced Maternity and Paternity policies;
- Access to our free Employee Assistance Provider (EAP);
- Highly generous Health and Wellbeing Cash Plans which offer discounts on physiotherapy, counselling, holistic treatments, dietary and exercise plans, gym discounts;
- Fee-Free Financial Advice, including pensions, insurances, savings and financial planning;
- Long Service Incentive scheme;
- Free Parking;



LANTERN

- A newly refurbished office environment with modern facilities because where you work is just as important as what you do.

And if that wasn't enough! We also have:

- Free fruit every week
- Dress down ALL WEEK
- Free "tea and coffee" in a welcoming, fun and friendly canteen with board games, TV and table tennis
- Regular fundraising events with prizes and incentives all for charity – we put those who need help at the heart of everything we do
- Social events including lunch and learns, Wednesday Walking Group, Invitations to our Summer and Christmas Parties
- Gifts from the CEO including Easter Eggs and Advent Calendars

ABOUT THE ROLE

To have responsibility for the company's purchase ledger ensuring accurate and regular processing of purchases invoices and timely payment to correct suppliers. To take responsibility for the company's bank accounts including checking and posting daily receipts and payments into Sage 200 Accounts and producing bank reconciliations at the month end.

WHAT YOU'LL BE DOING

Purchase ledger

- Log and distribute new purchase invoices and purchase orders received each day for authorisation
- Chase Managers and Heads of Department for return of signed invoices
- Pass approved invoices to the CFO for final sign off
- Post approved invoices on Sage
- Post direct debits on Sage and obtain invoices in support of direct payments
- Produce weekly supplier payment runs, present to the manager, together with supporting invoices ensuring suppliers are paid on time
- Post supplier payments on Sage
- Investigate all debit balance and problematic accounts
- Carry out supplier statement & invoice reconciliations, taking corrective action where necessary
- Carry out a detailed trade creditor review at the month end
- Produce usage analysis for the month

Cash and bank reconciliations

- Download and check the bank statements daily
- Update the daily banking summary
- Circulate the daily banking email
- Review and balance daily receipts
- Post the previous day's cash journals to Sage
- Post all non-supplier payments to Sage
- Reconcile bank accounts



- Reconcile the credit card account
- Responsible for petty cash

Other

- Prepare credit card analysis
- Ad hoc projects as requested from your manager
- Assist in the SharePoint implementation project
- Take responsibility for risk and compliance within the remit of your role

ABOUT YOU

- You will have worked previously in an accounting role with purchase ledger experience and ideally, you'll have experience within a regulated environment
- Having an AAT qualification is advantageous
- You will be an advanced user of Microsoft Office Packages in particular excel and Sage 200
- You will have clear communication skills, both written and verbal
- You will be able to work to tight deadlines/agreed service levels and meet targets to ensure the effective delivery of service without compromising accuracy, quality and volume
- You will be able to prioritise workloads and able to work in a fast-paced environment
- You will work well within a team and contribute positively to team engagement and regularly share knowledge and ideas

THE LANTERN PROMISE

We'll treat you as an individual – You have unique strengths. We'll do what we can to play to them.

We'll keep listening & talking – Communication is key in any relationship, and we truly value employee input.

We'll help you grow – We admire ambition. If you want to progress, we'll help you find – and seize – opportunities.

We'll keep it fun- We thoroughly believe work should be enjoyable, and our company culture reflects that.

NEXT STEPS

- Please apply for the role by sending your CV and covering letter telling us why you would be great for this exciting opportunity to careers@lanternuk.com
- We'll look forward to you joining our team.

Due to the nature of our business, any offer of employment will be subject to satisfactory background checks (DBS Basic and Employment Credit file check).