



Job Title	Accounts Administrator
Practice	Plympton – Head office
Main purpose of job	Responsible for inputting, filing and reconciling all purchase ledger invoices and supplier statements. Provide support to Accounts Supervisor.
Main duties	<ul style="list-style-type: none">• Code, check and input invoices into Xero• Check and reconcile supplier statements on a monthly basis• File invoices and statements• Deal with purchase ledger enquiries• Ensure invoices are authorised correctly and timely• Ensure payments on account and direct debit are allocated correctly• Provide ad hoc support to office team as and when required.
Responsible for	n/a
Responsible to	Accounts Supervisor