



Purchase Ledger Clerk

Established in West Wales in 1997 by Jessica and Jamie Seaton, TOAST has grown from loungewear and nightwear to become a unique lifestyle brand, dedicated to promoting a more thoughtful way of life through creating and curating simple, functional, beautiful clothing, homeware and editorial.

In 2015, Suzie de Rohan Willner joined the company and is leading the brand's recent turnaround in partnership with founders Jessica and Jamie Seaton. Over the past 24 months, TOAST has relocated the design team from Wales to London and appointed a talented team including a new Head of Design. This has allowed TOAST to maintain its individuality whilst improving design, quality and fit. Today, TOAST is a highly creative, forward looking company.

With a large online following at www.toa.st, 12 shops throughout the UK, offices in both London and Swansea and concessions in 11 John Lewis stores, TOAST plans to open further retail locations over the next few years and is preparing to go international.

The emphasis within the TOAST workplace is on thoughtfulness, simplicity, creativity and collaboration. We work hard to communicate intelligently with the wider world and strive against doing the obvious. We value serious thought in many broad fields – in art, literature, design, philosophy, travel, science – as much as we do in fashion.

As part of the TOAST team, you are a catalyst for the brand's successes. To realize our ambitions we need you to share our interests and values, have an enthusiasm for TOAST itself, a deep knowledge and love of your own specialist area, and a wealth of life experience. With this common ground we can work together with clarity of thought, producing innovative ideas and always doing our very best for TOAST.

In return for your dedication, TOAST will offer a supportive and friendly working environment with flexible working hours and generous staff discounts. You will receive a comprehensive induction, including product and brand training, that helps to plant a deep understanding of TOAST that can be carried confidently through your work and into the outside world.

TOAST

Purchase Ledger Clerk

REPORTS TO Finance Manager

LOCATION Swansea

Updated: 3rd May 2018

ROLE OVERVIEW

- The main purpose of the Purchase Ledger Clerk within the accounts team is to ensure the effective and efficient management of the supplier process, to manage supplier expectation through good communication and to ensure that purchasing costs are recognised in a timely fashion.

ROLE IN DETAIL

- The timely and accurate presentation of invoices and credit notes to management for payment authorisation.
- The timely and accurate processing of supplier invoices, credit notes and any other authorised transaction into the accounts payable ledger.
- Reconciliation of supplier statements
- Resolving any issues regarding supplier invoices such as coding, pricing etc.
- Identification and resolution of supplier queries
- Communication with suppliers in respect of payments and queries.
- The timely and accurate filing of all processed transactions as described above.
- The preparation of period-end reports.
- Other ad hoc tasks such as stationary orders.

EXPERIENCE

- Previous experience within a similar role is essential.
- Experience in SAP or similar accounting systems would be beneficial although not mandatory
- Excel & Word skills
- Good problem solving skills
- Flexible and a team player

PERSONAL QUALITIES

- Professional, with a collaborative nature
- Able to manage a diverse workload

- Pro-active approach
- Excellent attention to detail, quality and accuracy
- Ability to work as part of a team
- Ability to clearly communicate in a professional manner
- Excellent interpersonal skills and be able to deal effectively with both colleagues and suppliers.
- A strong desire to effect continuous improvements to the systems and processes that are within the scope of the role as defined.
- A lasting commitment to “doing the job, not the hours”. Although additional hours over and above contracted hours are not ideal it is likely that they will be necessary from time to time, particularly as part of period-end reporting programmes.

If you are interested in applying for the role, please email your CV and a covering letter to Lisa Phillips phillipsl@toa.st