

Purchase Ledger Clerk

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Company: Leicester City Football Club

Location: Aylestone

Category: other-general

About The Role

Based at the King Power Stadium, Leicester City Football Club is recruiting a Purchase Ledger Clerk to process all purchase in invoices and handle daily supplier queries. Working within our accounts payable team, the key duties of this role include logging all invoices received daily by post and email, matching all logged invoices to purchase orders and editing/setting up new supplier accounts. The postholder will review supplier statements and will resolve supplier queries over the phone and via email to support with the efficient running of the team.

Who We're Looking For

The ideal candidate will have previous experience in a similar purchase ledger role. They will have excellent accuracy and attention to detail. They will be friendly, well organised with the ability to multi-task and perform well under pressure and be able to work to tight deadlines. Furthermore we are looking for someone who is confident working as part of a team and has the ability to work autonomously on their own initiative in order to deliver work in a highly effective and professional manner.

About The Club

Knowing some of the history of Leicester City Football Club helps you appreciate the sense of community, spirit and family for which the Foxes are renowned for.

Formed in 1884, the Club was promoted to the Premier League in 2014 when the Foxes returned to the top tier as the Championship title-winners. In 2016, Leicester City became Premier League champions. This remarkable achievement qualified them for the UEFA Champions League for the first time in the Club's history, and they subsequently reached the quarter-finals. The Club continues to build on that success and celebrated lifting the prestigious FA Cup in May 2021.

Under the stewardship of King Power and the Club's CEO Susan Whelan, Leicester City Football Club is deeply committed to the local community and its supporters and continually strives to ensure that every point of engagement with fans is truly world class including the experience on matchdays. Meanwhile, investment in the Club continues, with the 2021 opening of a new state-of-the-art Training Ground in north Leicestershire.

Benefits Package

Leicester City Football Club offers a competitive salary and pension scheme with life assurance to all its permanent employees. To make the most for day to day living, employees are able to access various retail discount programmes and salary sacrifice schemes, as well as benefit from free onsite parking and onsite, subsidised staff restaurants. Employees also benefit from up to 33 days' annual leave including bank holidays.

Contract Type – 9 - 12 months Fixed Term Contract Maternity Cover

Hours Per Week –37.5 hours/week

One City. One Club. One Leicester.

Leicester City Football Club believes that football is for all and we are committed to Diversity and Inclusion, where valuing the individual is our highest priority. We are working to see equality across all areas of the Club and welcome applications from all areas of the community. We are committed to the wellbeing of our staff and welcome applicants seeking flexible

hours.

If you have any requirements in regards to the recruitment process, please let us know. We are happy to support your needs.

Leicester City Football Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As such, you may be subject to a satisfactory enhanced disclosure via the Disclosure & Barring Service and prior to taking up any role.

Please be aware that candidates may be interviewed as and when they apply; in this event the role will be shut down as soon as a suitable candidate has been sourced.

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