

# Ledger Assistant

## Job Description

East of  
England  
COOP

### The purpose of your role in Our Co-op

As a Ledger Assistant, you will play a vital role in ensuring the accurate and efficient processing of invoices, invoice matching, and query resolution. You will contribute to the smooth operation of the Society's financial transactions, supporting both purchase and sales ledger functions.

By maintaining accurate financial records, resolving queries efficiently, and assisting with credit control, you will support the Society's financial processes and compliance standards.

You'll become part of a skilled, engaged, and diverse team, supporting our co-op in our collective vision to be the best at what we do in the East of England.

### The Team you are joining

In the Finance Team, we manage the overall financial position of our society, maintaining purchase and sales ledgers, controlling bank and treasury positions. We play a crucial role in reporting and planning financial performance, producing management accounts and insights. Engaging with colleagues, we contribute to the creation of our annual business plan and quarterly forecasts.

### Things you need to know

This is a hybrid-working position which will require you to adhere to our hybrid working policy and procedures.

Please note that our working patterns are non-contractual. The advertised working pattern represents the normal working pattern for the role at time of advertisement and is subject to change.

### The skills we are looking for

- Communication
- Teamwork
- Adaptability
- Technical proficiency
- Customer focused

### Your reporting lines

#### Location

Wherstead Park,  
Ipswich, Suffolk, IP9 2BJ

#### Department

Central Office, Finance

#### Reports to

Ledger Supervisor



EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

Proudly supporting those who serve.



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### What you will be working on at Our Co-op

#### 1. Invoice Processing & Data Entry

- Ensure accurate processing of purchase and sales invoices, including matching payments and receipts.

#### 2. Financial Accuracy & Compliance

- Verify and correct automated data entry, ensuring records are accurate and up to date.

#### 3. Query Resolution & Stakeholder Support

- Respond to internal and external financial queries professionally and efficiently.

#### 4. Supplier & Account Management

- Assist in setting up new suppliers in the accounting system and maintaining accurate ledger records.

#### 5. Collaboration & Ledger Support

- Work with the Ledger Supervisor and Finance team to support credit control and ledger reconciliation processes.

This job description sets out the major tasks associated with the stated purpose of this post. Minor tasks normally considered an integral function of this post will be undertaken and not excluded simply because they are not itemised.

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### Our Values

At Our Co-op, we live by a set of five values. What's important to remember is that your behaviours reflect our values in whatever task you're performing.



To find out more about our values, visit [www.eastofengland.coop/careers/our-values](http://www.eastofengland.coop/careers/our-values)