



# Purchase Ledger Clerk

## About Lightfoot

Lightfoot is a high-growth technology company based just outside Exeter. Lightfoot has been described as ‘the Fitbit for cars’ and is an award-winning, government-supported technology that plugs into the vehicle and helps drivers find their engine’s sweet spot.

Lightfoot rewards drivers who achieve ‘Elite Driver’ standard with a wide range of prizes, discounts and other benefits; from cheaper car insurance to a year’s supply of pies...

Lightfoot drivers are up to 20% more fuel efficient than your average driver and have 40% fewer accidents, so we are making our roads safer, our environment cleaner and our motoring less expensive. Lightfoot has been disrupting the fleet sector since 2014 with its all-new approach and has customers including Virgin Media, Dyno Rod, South West Water and many more.

This year Lightfoot is also launching to the consumer market so that every driver can be rewarded for better driving.

The Lightfoot team has grown from 25 to 60 in the last 9 months alone. We are based from our new state of the art facility near Chudleigh where you will find a fast-paced environment and a dedicated team driven to making driving fun, social and rewarding.

## Job Outline

The key purpose of the Purchase Ledger Clerk is to look after the entire purchase process from purchase order to payment; this includes processing invoices, credit card reconciliations and employee expenses.

The Purchase Ledger Clerk will work within the small finance team, helping to develop new processes and procedures as the company continues to grow.

## Roles & Responsibilities

- Checking purchase invoices and posting to accounting system
- Reconciling supplier statements
- Preparing purchase orders as approved by budget holders
- Collating invoices for BACS processing
- Dealing with all purchase enquiries
- Daily bank reconciliations
- Credit card processing and reconciling
- Staff Expense processing including checking & coding
- Petty Cash reconciliations
- Maintain a simple Fixed asset register
- Assisting the senior financial controller as needed

## Desired qualifications, skills and experience

- Experience in a similar role is **essential**
- Good understanding of bookkeeping is **essential**
- Accurate data entry skills are **essential**
- Strong organisational skills are **essential**
- The ability to prioritise workload is **essential**
- Confidence to contact suppliers by telephone and email is **essential**
- Computer & IT literate, including Microsoft Office suite, especially excel is **desirable**

## Personal characteristics

- Able to work both independently and in a team
- Credible, reliable and honest
- The ability to work efficiently and in line with processes
- Confident in all forms of communication
- Organised and attentive to detail
- Personable and outgoing, with a good sense of humour

## Salary & Benefits

- £17,000 to £19,000 depending on experience
- Membership of employee bonus scheme
- Outstanding quality of life
- 24 days leave entitlement plus Bank Holidays
- Childcare voucher scheme
- Your own Lightfoot and associated benefits

## Location

Chudleigh, Exeter

## How to apply

If you think this job is for you then why not email us, briefly summarising why you'd be great for the role and including a copy of your CV, to [work@lightfoot.co.uk](mailto:work@lightfoot.co.uk)