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# Example of Purchase Job Description

Our growing company is looking to fill the role of purchase. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for purchase

* Be methodical and organised
* Be able to work under pressure and thrive on working in a busy environment
* Contributes to the completeness and accuracy of month end and annual reporting
* Process information in accordance with the SLA and client specific procedure manuals
* Provide information and comply with internal and external management reporting requirements
* Contribute to the provision of accurate and timely information internal/external auditors in line with company policy and procedures
* Identify and escalate any known issues and conflicts to Line Manager
* Interrogates data to ensure accuracy of reporting information
* Investigate research and analyse data to resolve queries within agreed timescales
* Maintain accuracy of filing system

## Qualifications for purchase

* A recent year of experience in a Purchase Ledger or Accounts Assistant role
* Educated to degree level (within Accountancy or Finance) preferable
* AAT studier preferable
* Some Purchase Ledger experience
* Someone keen to progress and learn
* Experience within a legal practice or financial professional services organisation will be highly advantageous