Coastline housing

Role Profile – The What, The Where, The How

POSITION	Purchase Ledger Assistant		
TEAM	Finance & Performance	**LOCATION**	Coastline House
VERSION	1.0	**LAST UPDATED**	January 2026

THE PURPOSE OF THIS ROLE IS TO	Responsible for day-to-day processing of the Purchase Ledger, and provision of financial support and guidance to provide a customer focussed service to all Internal and External Customers and the Financial Controller.

Specific Accountabilities – The Brass Tacks

In the role, day to day, you'll be responsible for:

1. Maintain and reconcile the Invoice Register across all Group companies
2. Ensure all invoices are registered on the system, then work flowed to the appropriate delegated signatory for authorisation and matched on the system promptly to enable payment
3. Ensure all invoices are correctly coded for both nominal and VAT on the system
4. Ensure all documentation related to invoices is accurate and attached before authorisation, such as purchase orders and delivery notes
5. Reconcile all supplier statements on a regular basis, liaise, negotiate, retain copy invoices when necessary and ensure information is maintained and filed
6. Reconcile weekly batch payments
7. Ensure all supplier account details such as bank details and address are up to date and maintained
8. Request one off payments when required and ensure details are recorded both on invoice and in the system
9. Review source data for input into the general ledger e.g. journals
10. First point of contact with all creditors who may have queries regarding outstanding invoices
11. Prepare and submit remittance advices to creditors according to weekly batch payment runs
12. Support the Financial Controller in ensuring payments are applied promptly and accurately to accounts
13. Record and distribute all incoming and outgoing post
14. Maintain and order all stationery/refreshments required for the office

15. Support all Finance Team members and internal customers in any ad-hoc queries or projects

Person Specification – The Who	
PERSONAL SKILLS AND QUALITIES	At Coastline we are more concerned with how you work and what you bring to the role over formal qualifications or criteria. Specifically, what we're looking for is someone who: • Demonstrates behaviours in accordance with Coastline's values: Put our customers first Be open, honest and accountable Value each other Strive to be the best • GCSE Maths and English Garde C or above • Experience of working in a purchase ledger team • Good understanding of Double Entry book keeping • Commitment to working with a customer service focused approach • Work to tight deadlines • Proficiency in accounting software and advanced Excel skills

General Obligations - For All Of Us

1. Represent the company positively with all external agencies.
2. Service and support the company as requested.
3. Establish, develop and maintain effective working relationships with all work colleagues.
4. Ensure compliance with the company's health and safety policies and procedures.
5. Continually promote equal opportunities and customer care in full compliance with the company's policy and standards.

REPORTING

Reports to the Financial Controller

CONTACTS
Internal Board of Directors, Executive Management Team, Senior Leadership Team, Budget Holders and all Colleagues across the Group **External** Lenders, Customers, Customer representatives, Housing associations, Government Agencies, HMRC, Local Government, Solicitors, Suppliers