



Purchase Ledger Assistant

- Location:** Remote
Duration: Fixed term contract (initially 6 months)
Hours: 15-22.5 – with flexibility on how this is spread over the week

Avacta's mission is to shape the future of treatment for cancer patients by developing novel therapeutics targeting the tumour microenvironment. Avacta Therapeutics is based at a State-of-the-Art facility in the White City district, at [Scale Space](#), on the Imperial College campus in West London.

Avacta is developing tumour microenvironment targeted therapeutics based on its two proprietary platforms – Affimer® novel biological entities and pre|CISION™ tumour targeted chemotherapy. Please refer to our website for further information about how these platforms are being developed: <https://avacta.com/>

The role of Purchase Ledger Assistant

Reporting to Avacta's Group Management Accountant, the Purchase Ledger Assistant will work with the Purchase Ledger Administrator to manage the purchase ledger and facilitate payment run preparation. They will also provide ad hoc support to the finance team as required.

Main Duties and Responsibilities

- Assist the Purchase Ledger Administrator with the purchase ledger management for both Avacta Life Sciences Limited Therapeutics and Avacta Group Plc. Responsibilities to include:
 - Set up of new supplier credit accounts including review of new supplier forms for invoices without purchase orders
 - Posting purchase invoices onto SAGE including chasing authorisations and resolving issues/differences/disputes
 - Responding to supplier queries
 - Prepare and review month end aged creditor report for discussion
- Assisting with the preparation of the bi-monthly payment runs (including extra payments)
- Processing cash expenses, including checking prior to authorisation and processing the authorised expenses on SAGE
- Cover for entry into the bank for the bi-monthly bank payment runs, ad-hoc payments and issuing of remittances
- Shared ownership of the New Supplier email box, sorting and distributing the new supplier to the relevant email boxes for processing
- Provide cover for purchase order management, placing orders and processing delivery notes as required.
- Support with general office admin and admin support for the Finance Team when required

This job description is not exhaustive, and you may be required to undertake other duties that are in line with the above responsibilities.



Education/Experience/Skills

Essential:

- GCSE Maths/ English (Minimum Grade C)
- Excellent organisational skills and the ability to multitask
- Office/industry based work experience
- Experience using Microsoft packages – including Excel
- The ability to input data accurately and efficiently with attention to detail
- Ability to work on own initiative as well as part of a team
- Excellent verbal and written communication skills
- A bold and innovative nature and a desire to be fully involved in driving the growth of the business.

Desirable:

- Purchasing experience
- Previous experience of using Sage 200

Next Steps

Helen Reynolds, Founder of Vita Research Associates (+44 07780 968489), is our dedicated independent Talent Acquisition Consultant. Please send your CV and cover letter addressing the key selection criteria to Helen directly: helen@vitaresearch.co.uk

It is essential that applicants hold entitlement to work in the UK.

Equal Opportunities

Avacta proudly operates as an equal opportunities employer that values diversity and inclusivity. We therefore welcome all applications regardless of disability, age, gender, sexual orientation, marital status, colour, race, religion, or ethnic origin.