



Job Description

Job Title: Purchase Ledger Administrator

Atholl Estates is one of Scotland's best-known Highland estates. Its history dates back to the 13th century, but throughout the ages, it has adapted to the times. Today it manages a wide range of operations with five main groups; tourism, agriculture, forestry, renewable energy and property.

We are looking to recruit a Purchase Ledger Administrator who would be responsible for managing the purchase ledger across the business and supporting the administration of the property management system to ensure that invoices, supplier payments, tenancy records, and rent invoices are processed accurately and on time.

Key Responsibilities

- Management of the purchase ledger for all businesses.
- Ensure invoices are approved, processed, and paid in line with supplier credit terms.
- Maintain strong financial controls and review invoices for accuracy, legitimacy, and appropriate authorisation.
- Preparation and processing of supplier payment runs.
- Ensure supplier statements are reconciled regularly and any anomalies quickly followed up.
- Identify and flag any suspicious, duplicate, or potentially fraudulent invoices, escalating issues where necessary.
- Ensure compliance with internal approval processes.

Other Duties

- Administration of the property management system (Re-Leased) including ensuring rental invoices are accurate and issued on time
 - Management and processing of Council Tax and Business Rates payments.
 - Purchase order metrics
 - Monitor project costs compared to budget
 - Ad hoc services as required
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Skills & Experience

Essential

- Previous experience in a Purchase Ledger/Accounts Payable role (minimum 2 years)
- Good attention to detail, organised and strong time management skills
- Experience using the finance systems Xero
- Ability to work independently while remaining a key contributor to the wider finance department
- Excellent communication skills with a supplier-focused approach to resolving complaints and queries
- High level of accuracy and attention to detail and awareness of financial controls and fraud prevention processes

Desirable

- Experience of using automated purchase order systems
- Experience of property management and administration
- Good Excel skills

What We Offer

We offer a competitive salary, an excellent company pension, great staff events and staff discounts on events, food and gifts across Atholl Estates. Hybrid working would be considered with a minimum of 3 days in the office.

To apply, please submit your CV and a short covering letter outlining your relevant experience to Caroline at: caroline.harridence@atholl-estates.co.uk

