



**Purchasing Accountant**, £26-30K per annum + overtime or pro rata down for part time

**Company:** Wise Productions (UK) Ltd

**Location:** London, United Kingdom (hybrid)

**Hours:** 9:30-5:30pm, Monday to Friday

### Who We Are

Wise Productions is an **employee-owned** creative events production company based in West London, with a talented team of over 60 Co-Owners. With a longstanding commitment to innovation, excellence, and a client-centric approach, we pride ourselves on delivering unforgettable event experiences in the UK's most beautiful venues.

Our core values of **enthusiasm, dependability, collaboration**, and a **client-first** mentality are at the heart of everything we do, and our recruitment process is designed to zero-in on candidates who truly share these core values. For the right person, this is an exciting opportunity to join a highly regarded event production company, and be part of our future success as we leverage our employee-ownership model to drive further growth.

### Position Overview

Reporting to the Head of Finance, you will play an important role in Wise's Finance Team, managing the new credit card process, liaising with suppliers to achieve favourable discounts and credit terms, as well as supporting the Purchase Ledger, a fundamental function of Accounts. This role requires a person who has excellent attention to detail, is very numerate, and is comfortable communicating with the wider Team.

### Key Accountabilities

- Being the central person to manage staff credit card purchases and ensure these are posted in a timely manner.
- Reporting of staff overtime vs budgets and manage changeover to new timesheet system.
- Reconciliation and management of outstanding Purchase Orders and requesting missing invoices.
- Identifying suppliers who are best placed to provide discounts and favourable credit terms to Wise.
- Liaising with these suppliers to achieve discounts and credit terms for Wise

### Day-to-Day Responsibilities

- Posting all credit card transactions to Xero, with correct documentation.
- Coding and processing purchase ledger invoices and reconciling supplier statements.
- Coding and processing timesheets.
- Posting, confirming bank details, and approving urgent invoices for bank transfers.
- Reconciliation of refundable deposits and requesting refunds.
- Manage supplier credit terms and documentation.
- Provide other general assistance to the Finance Team.
- Help cover other members of the Finance Team duties while they are on holidays

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#### Contact Details

[www.wiseproductions.co.uk](http://www.wiseproductions.co.uk)  
+44 (0)20 8991 6922  
[events@wiseproductions.co.uk](mailto:events@wiseproductions.co.uk)

#### Office Address

Unit 7 SEGRO Park Perivale,  
Horsenden Lane South,  
Perivale, Middlesex, UB6 7RH

## Who are you?

- Excellent attention to detail with good analytical skills
- Excellent negotiation skills
- Commercial ability to highlight and deliver operational savings with improved buying
- Able to work effectively and collaboratively alongside team members
- Friendly, personable, positive approach
- Responding efficiently and effectively to requests from team members, managers and clients
- Ability to follow company policies
- Enjoy a fast paced environment
- Excellent verbal and written communication skills

To find out about our company benefits please view the last page.

Interested? We'd love to hear from you! The closing date for this role is 31 January 2025.

*Wise Productions is proud to be an equal opportunities workplace and supports requests for flexible working arrangements subject to the needs of the business. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, origin, sexual orientation, age, disability, marital status, or gender identity.*

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