

## Purchase Ledger Assistant

An exciting opportunity has become available to join the purchase ledger team for Routes to Retail Ltd based at Stuart house, Peterborough.

The role predominantly covers core accounts payable tasks, ensuring the accurate and prompt payment of supplier invoices, with the additional responsibilities of billing publishers for carriage, raising self-bill invoices for retail sales and reconciling cashbook to the corporate bank account.

Key deliverables:

- R2R bookkeeping accurate in areas of responsibility.
- Accurate input of data
- Accurate recharge data
- Smooth and precise month end process delivery
- Timely reporting with all deadlines achieved

The Ideal applicant will be able to demonstrate:

- ✓ Good Excel Skills
- ✓ Ability to communicate at all levels
- ✓ Work to tight deadlines and be flexible to the requirements of the team and the business
- ✓ Ability to strike a balance between speed and accuracy
- ✓ Demonstrate problem solving skills

### Benefits

At the Frontline Group we offer great training, and a range of salary sacrifice flexible benefits which you can select based on your lifestyle; benefit options include private medical insurance, holiday purchase and a tech scheme to name a few.

On top of that we also offer:

- 25 days holiday plus bank holidays (pro rata)
- Coaching and mentoring available to all
- Informal hybrid working
- 2 paid days to volunteer for a registered charity
- Confidential Employee Assistance Programme



## About us

The Frontline Group is made up of Frontline, Seymour, Gold Key Media and Routes to Retail. We're the UK's leading retail sales, marketing and distribution company working predominantly in the exciting and diverse areas of publishing and home entertainment.

Our key clients include publishers of iconic magazine brands such as Radio Times, Good Housekeeping, TV Choice, Heat, Top Gear, Grazia, Vogue, Slimming World, Cosmopolitan, Empire, National Geographic and 100's more. We also work with major film studios managing their DVD presence within the grocery retail channel and are growing our reach in categories such as books and music with further category expansions on the horizon.

As a Distributor we work closely with UK and International retailers, wholesale, International Distributors and other parts of the supply chain to ensure our client's sales, retail marketing and distribution objectives are met. Through our brand targeting and audience engagement agency Gold Key Media we develop sampling and marketing solutions, and we manage brand placement activities in the events, travel and hospitality sectors across the world.

The Frontline Group is owned by two of the world's leading publishing companies, Bauer Media and Immediate Media Company (Hubert Burda Media). This will provide opportunities to grow your career across a number of different businesses and functions including brand marketing, sales, analytics, insight, finance, IT services, supply chain and publishing. We strongly believe in developing our own people and have a great track record of supporting and coaching our colleagues, who have then gone on to grow their career within our business.

Our teams are made up of the most talented and widely respected people in our industry and are seen as the experts in their fields. At the Frontline Group we celebrate our differences and ensure everyone feels welcome, trusted and valued for being their authentic selves.

## Bring 'You' to the interview

Diversity and inclusion are at the heart of everything we do. We want to make sure that our selection processes are transparent and fair, providing a level playing field for anyone who wants to come and work with us. Therefore, if you require any adjustments to an interview process, please feel free to get in touch with [jacky.de-boo@flgroup.co.uk](mailto:jacky.de-boo@flgroup.co.uk) who will be happy to discuss your needs in complete confidence

All our roles offer an informal hybrid working option, combining in-office and remote/home working. Want to see what our People say about working for us? Head on over to our website <https://frontlinedistribution.co.uk/work-with-us/> to find out more.

If you feel you want to work in a dynamic and exciting environment please upload your CV along with a covering letter [HERE](#)

**The deadline for applications is 31<sup>st</sup> January 2024**



Stuart House (first floor), St John's St, Peterborough, PE1 5DD  
Tel: +44(0) 1733 555161 | [www.frontlinedistribution.co.uk](http://www.frontlinedistribution.co.uk)

