

Accounts Payable Clerk

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Company: Heyland Recruitment

Location: Ellesmere Port Town

Category: other-general

I am currently recruiting for an immediately available Accounts Payable Clerk to join a unique and impressive SME business based in Ellesmere Port. Having produced very impressive results over the last several years, you will be joining the business as they embark on their next phase of growth following record sales. Reporting to the Financial Controller, you will play an integral role as the company look to move from strength to strength.

Main responsibilities and duties

Control and monitoring of the Accounts Payable inbox - supplier queries, remittance advices.

Receipting of goods inwards, Stock Transfers

GRNI review

Purchase invoice posting to ERP

Supplier statement reconciliations

Posting of Credit card expenditure and Expenses

HSBC Payment run preparation, bank postings into ERP and Bank Reconciliations

Purchase ledger maintenance, review and close down procedures

General office purchasing and monitoring of supplies

Cover for Accounts Receivable role - Sales invoicing

Admin support in relation to Finance and Sustainability functions. Desirable skills and experience

Personable

Strong excel skills

Quick learner

Able to maintain standards in high volume environment

Organised

An eye for detail

Ability to work autonomously

Immediately available - advantageousBenefits

25 days' holiday plus statutory

Pension scheme

Free parking

Immediate startMS/2053

Accounts Payable Clerk

Temp to perm

Ellesmere Port - Office Based

£24k - £26K DOE

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