

Accounts Payable

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Company: Sellick Partnership

Location: Newcastle upon Tyne

Category: other-general

We are looking for a temporary Accounts Payable Assistant to join one of our top clients in their incredible organisation!

The client would like somebody with previous experience in this field and to start as soon as possible.

The Accounts Payable Assistant duties will include:

- * Checking purchase orders and matching to invoices
- * Raising invoices where necessary
- * Assisting with supplier payments and credit notes
- * Answering queries internally and externally

What you'll need:

- * Previous experience as an Accounts Payable or Purchase Ledger
- * Proficient use of Microsoft Excel

* Ability to commute on site 5 days a week

If you would like to learn more about this opportunity, please contact Laura Davison at the Newcastle office.

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