

Assistant Purchase / Sales Ledger Clerk

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Company: Doka

Location: United Kingdom

Category: office-and-administrative-support

Job Description

Duties to be divided between supporting the Credit Controller and the Purchase Ledger Clerk. Estimated 3 days a week Purchase Ledger and 2 days a week Credit Control.

Assisting with the following as directed by the Purchase Ledger clerk:

The processing of accounts payable to include coding invoices, entering invoices into SAP, checking supplier statements and resolving any queries, Invoice approval according to authority levels and matching payments against invoices and maintaining the integrity of each supplier accounts.

Checking and matching invoices with the relevant backup i.e. POD's.

Monthly payment run processing for suppliers.

Intercompany reconciliations, bank posting.

Processing and paying of expenses according to procedure.

Posting of company credit cards expenses, allocating payments & ensuring all back up documentation is available.

Posting of bank outgoings daily on SAP.

Assist with preparation of relevant documentation for auditors for the year end audit.

General administration duties e.g. filing, call answering, assisting with supplier queries, any other ad hoc duties.

Assist with Vehicle mileage expense claims and logs

Holiday/ Absence cover for the Purchase Ledger Clerk and Credit Controller.

Follow and adhere to company's compliance rules and procedures.

Tasks relate to both DURL and DUK companies.

Payment runs are bi-monthly

Assisting with the following as directed by the Credit Controller:

Coordinate customer account opening process and ongoing credit limit approval requests.

Posting accurately the funds received, maintaining accurate records to enable a focus on collecting the appropriate funds by the due date

Problem solving activities to resolve all issue that might prevent customer's from paying on time

Assist with Dunning process and liaising with customers regarding statements and queries.

Distributing Stop list to all departments for customers.

Support DURL (Ireland) in Posting receipts, updating collection sheets, statements and credit limits

Assist with the monitoring and processing of Provisions and Bad debts

Qualifications

Qualifications / Knowledge / Experience

Strong IT skills, including excel

Minimum of one years experience at a similar level

SAP experience strongly preferred

Skills / Characteristics

Excellent communicator

Proven ability of working under pressure

Attention to detail

Team player

Good analytical and numerical abilities

Ability to multi task

Additional Information

What we offer:

Attractive employee benefits

Hybrid Working after completion of probation period

Comprehensive training period

All candidates must have the Right to Work in the UK.

Doka UK Formwork Technologies Ltd is an equal opportunities employer. The company is committed to equal employment opportunities and we base all our employment decisions on merit, job requirements and business needs.

If you are interested in this role or would like further information, please do not hesitate to contact Jemma Morley (HR Manager).

Job Location

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