

Part Time Purchase Ledger Clerk

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Company: SF Recruitment

Location: Ilkeston

Category: other-general

SF Recruitment are working with an Ilkeston based client who are looking for a Temporary Purchase Ledger Clerk to join a wider finance team on an ongoing part time basis.

The main duties of the Purchase Ledger Clerk include matching and coding invoices, preparing and running BACS payments, reconciling supplier statements, and ad hoc duties. The Purchase Ledger Clerk will generally work as part of the finance team.

Key responsibilities of the Purchase Ledger Clerk:

Matching, checking and coding invoices

Making payments via BACS and cheques

Processing staff expenses

Setting up of new supplier accounts and maintaining existing account details

Reconciliation of supplier statements

Filing invoices

Data entry

Being first point of contact for all relevant enquiries

Maintaining strong internal and external relationships

My client is looking for an experienced purchase ledger candidate who can ideally start either immediately or at short notice as this is an urgent requirement.

Please contact us straight away if you are able to fulfil this temporary requirement.

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