

## Purchase Ledger Assistant

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Company: Robert Half

Location: Edinburgh

Category: office-and-administrative-support

Robert Half are now recruiting for an experienced Accounts Payable Assistant to join one of our valued clients that are transitioning through an exciting period of change in Edinburgh.

This is initially 3 months temp assignment Hybrid Working £12 - £14 per hour

**As the Accounts Payable Assistant you will report directly into the finance manager with responsibilities including:**

- Processing a high volume of invoices

- Dealing with inbound queries from suppliers

- Statement reconciliations

- Bank Reconciliations

- Working closely with the wider finance team

**The ideal Accounts Payable Assistant:**

- Studying AAT

- Experience dealing with high volume of invoices

- Recent experience working within an Accounts Payable Assistant role

- Have a good knowledge on ERP systems

- Confident and a great attention to detail

Package

3 month temp to perm - Hybrid Working

£12 - £14 per hour

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Suitable candidates with equivalent qualifications and more or less experience can apply.

Rates of pay and salary ranges are dependent upon your experience, qualifications and training. If you wish to apply, please read our Privacy Notice describing how we may process, disclose and store your personal data:

**Security alerts**scammers are currently targeting jobseekers. Robert Half do not ask candidates for a fee or request candidates to send applications through instant messaging services such as WhatsApp or Telegram. Learn how to protect yourself by visiting our website:

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