

Purchase Ledger Assistant

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Company: Robert Half

Location: Newbridge

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 Newbridge.

This is initially 6 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:

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Robert Half Ltd acts as an employment business for temporary positions and an employment agency for permanent positions. Robert Half is committed to equal opportunity and diversity.

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:

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