

## 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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