

Purchase Ledger Clerk / Account Assistant

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Company: Excalon

Location: Manchester

Category: other-general

Job Title: Purchase Ledger Clerk (On Site)

Location: Manchester

Salary: Up to £26,000 per annum

Job type: Full Time, Permanent

Excalon is a privately owned company established in 2002. With recent new business wins with multiple major clients adding to our existing portfolio of framework agreements and ongoing Major Projects, this is a particularly exciting time to join our business.

We have steadily grown to be recognised as a major contractor, specialising in the provision of services to the utilities industry, throughout the United Kingdom.

Excalon has diversified and expanded its business over the years and currently employs highly skilled personnel with vast experience. All personnel are trained to deliver a comprehensive range of services including project management, design, engineering, integrated IT, and support services.

Overseas candidates will NOT be considered for this role. We are not sponsoring Visa's at

this time, so please refrain from applying unless eligible to work in the UK

The role:

Due to internal progression, we now have a new and exciting opportunity for a Purchase Ledger Administrator. Reporting to the Financial Accountant, you will process purchase invoices and payments and reconcile all aspects of the company purchase ledger. You will also create new supplier accounts and manage the accounts payable aged debt report.

The Candidate:

Most importantly, we are looking for a driven and enthusiastic individual who will work well as part of a small and busy finance team. An excellent communicator, the successful candidate will have the ability to build robust relationships with key stakeholders at all levels.

Skills and Experience Required:

Previous purchase ledger experience, working within accounts payable within an SME

Ability to capture and manipulate data using Excel spreadsheets

An understanding of VAT legislation

Proficient IT skills

Ability to work on own initiative whilst contributing to the wider team when required

Strong organisation and analytical skills

Excellent communicator

Team player

Benefits:

Royal London Group Personal Pension Plan

Group Life Insurance 1 x Salary

Occupational Health Service

Employee Assistance Programme

Funded qualifications & Training

Key Responsibilities and Accountabilities:

Creation of new supplier accounts, processing purchase invoices, payment processing on

weekly basis.

Processing of Invoices, scanning and indexing.

Payment of invoices

Sending out Remittances

Resolving Supplier queries

Processing employee expenses

Liaising with plant and procurement departments to resolve any respect of disputed invoices

Review and manage Accounts Payable aged report

Prepare financial reports

Support the procurement team

Ad hoc duties related to own role and the wider finance department. Hours of Work

You will be required to work 37.5 hours from 8.30 am to 5.00 pm though some flexibility may be required on occasion to meet the needs of the business.

Please click on the APPLY button to send your CV and Cover Letter for this role.

Candidates with experience or relevant job titles of; Accounts Administrator, Accounts Clerk, Finance Clerk, Finance Administrator, Finance Assistant, Finance Admin, Accounts Admin, Purchase Ledger Clerk, Accounts Clerk, Accounts Payable Assistant, Purchase Ledger Administrator and Purchase Ledger Assistant may also be considered for this role.

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