

Purchase Ledger Clerk

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Company: Square Peg Associates Ltd

Location: Bury

Category: Other-General

The Purchase Ledger / Accounts Payable team use Navision as a software system though all good experience within Purchase Ledger is welcome. Job Description Purchase Ledger Clerk
Key Responsibilities: Report directly to the Purchase Ledger Supervisor Process invoices and credit notes Ability to manage high volumes of invoices Ensure invoices are coded and inputted correctly General administrative duties Assist with queries from suppliers Assist in preparing weekly payments and inputting of data onto relevant spreadsheets The Successful Applicant The Successful Purchase Ledger Clerk Have prior Purchase Ledger Clerk experience Computer literate in Microsoft Office software (Excel, Word, Accounting software) Have good communication skills Be a team player Be available within the week Whats on Offer Our Client Will Offer The Successful Purchase Ledger Clerk Immediate starts Opportunity for a temporary to permanent role Free ParkingSupportive office environmentAward winning business Please APPLY NOW for the opportunity to start pretty quickly within this great business. Contact Olivia or Mia at Square Peg Associates for further details.

Payroll

Payroll

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