

Purchase Ledger Clerk

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Company: Castlefield Recruitment.

Location: Cockermouth

Category: office-and-administrative-support

Purchase Ledger Clerk | £15 - £18 per hour | Interim| Carlisle:

Castlefield Recruitment are working with a public sector organisation based in Carlisle who are looking to recruit a Purchase Ledger Clerk to their busy team. The role is offered on an interim basis and offers hybrid working arrangements.

Duties:

Processing, matching, batching and coding high volume invoices

Completing complex statement reconciliations

Raising purchase orders

Responsible for liaising with suppliers and dealing with queries

Other ad hoc administrative tasks

Experience:

Previous experience as a purchase ledger clerk or a similar position

Strong experience dealing with invoices and working in a fast pace environment

Exceptional organisational and administration skills

Experience working with a finance department

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