

Purchase Ledger Clerk

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Company: Page Personnel

Location: Grimsby

Category: other-general

Purchase Ledger Clerk Opportunity in Grimsby Well established business with free parking on site About Our Client Page Personnel are currently recruiting for a well-established retail business based in Grimsby. As they have experienced recent growth they are now looking to recruit a Purchase Ledger Clerk on a temporary to permanent basis to help support the Finance team

Job Description As a Purchase Ledger Clerk, duties will include, however, not be limited to: Ensure the Purchase Ledger is complete and up to date before month-end procedures are carried out and by monthly close down date's schedule, take responsibility for processing supplier invoices, liaising with suppliers regarding account queries, assist with recharge reporting and invoicing, conduct credit check reconciliations, processing company invoices, process payments, management of accounts payable queries and process external sales invoices.

The Successful Applicant Have held a previous role. Have excellent communication and administration skills Strong computer skills. Confidently work independently or as part of a team.

What's on Offer Salary up to £24,000 per annum + Study support+ free parking + high progression opportunities + excellent staff benefits and more

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