

Purchase Ledger Clerk

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Company: Get Staff

Location: Islington

Category: other-general

Purchase Ledger Clerk – Islington, London – £28,000-£35,000 per annum

Purchase Ledger Clerk Package Overview:

* £28,000 - £35,000 per annum (Depending on Experience)

* Full-Time, Permanent

* Monday – Friday (No Weekends)

* Islington, London

* Office Based

Company Overview - Purchase Ledger Clerk

Our client is currently looking for an experienced Purchase Ledger Clerk to join their highly valued team on a full-time basis.

This company are a reputable business with over 50+ years' experience within the Security industry.

You will be part of a strong team who all understand the importance of working together to ensure a high level of service is delivered.

This person will provide an indispensable service to the finance team and will be fully accountable for the whole purchase ledger process, from purchase orders through to invoices and reconciliation.

Purchase Ledger Clerk Role and Responsibilities:

- * Matching, checking and coding invoices
- * Calculating VAT payments
- * Processing payments via BACS and cheques
- * Process pro forma and overhead invoices
- * Setting up new supplier accounts and maintain existing account details
- * Monthly reconciliation of supplier statements
- * Managing petty cash and cash float
- * Purchase ledger month end close

Purchase Ledger Clerk Skills and Experience:

- * Previous purchase ledger experience is essential
- * Knowledge of software packages such as SAP, Kerridge, Oracle or similar connected to stocks
- * Demonstrable bookkeeping experience

* Experienced in the use of Microsoft Office packages, specifically Excel

* Capable of thriving in a fast-paced environment, working to deadlines

DON'T MISS OUT ON THIS GREAT OPPORTUNITY - APPLY NOW

Get Staff acts as an employment agency for permanent recruitment and employment business for the supply of temporary workers

Please note that if you have not been contacted within 7 days, your application for this position has been unsuccessful.

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