

Purchase Ledger Clerk

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Company: Castlefield Recruitment.

Location: Keswick

Category: other-general

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 withing a finance department

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