

Purchase Ledger Clerk

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Company: Page Personnel

Location: Newcastle upon Tyne

Category: other-general

Page Personnel are currently recruiting for a well known organisation based in Central Newcastle Upon Tyne who are looking for a Purchase Ledger Clerk to join their busy finance team on a permanent basis! The successful candidate will be responsible for managing the company's accounts payable to ensure efficient, timely and accurate payment of invoices.

Client Details

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Description

As Purchase Ledger Clerk you will report into the Purchase Ledger Manager, duties will include, however, not be limited to:

Processing invoices and maintaining the purchase ledger

Reconciling supplier statements and resolving queries

Preparing payment runs and processing payments

Assisting with month-end and year-end accounts

Working closely with other departments and providing support when necessary

Handling confidential financial information with discretion

Continually improving processes to increase efficiencyProfile

A successful Purchase Ledger Clerk should have:

Strong knowledge of accounts payable processes

Have held a similar position previously

Excellent numerical skills and attention to detail

Experience using financial software packages

Good communication and interpersonal skills

The ability to work effectively in a team

A proactive approach to problem-solvingJob Offer

Salary ranging from £24,000 - £27,000 per annum

Generous holiday leave of 25 days holiday + bank holidays

A supportive and collaborative company culture

Study support available

Opportunities for professional development

The chance to work in a vibrant city like Newcastle-Upon-Tyne

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