

Purchase Ledger Clerk

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Company: Page Personnel

Location: Newcastle upon Tyne

Category: other-general

New Purchase Ledger Clerk position in Central Newcastle

Excellent opportunity to join a rapidly growing business!

About Our Client 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.

Job 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 efficiency

The Successful Applicant 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-solving

What's on 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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