

Purchase Ledger Clerk

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Company: Hunter Mason Consulting Ltd

Location: Shrewsbury

Category: construction-and-extraction

Purchase Ledger Clerk

£25,000 - £40,000

Shrewsbury, United Kingdom

Our client specialises in providing high-quality shop fitting and joinery solutions tailored to our clients' needs. With a commitment to excellence and craftsmanship, we take pride in delivering exceptional results that exceed expectations. As we continue to grow, we are seeking a dedicated Purchase Ledger Assistant to join our team.

Position Overview: We are currently looking for a detail-oriented and organized Purchase Ledger Assistant to support our finance department. The ideal candidate will be responsible for accurately maintaining our purchase ledger, ensuring timely processing of invoices, and assisting with various administrative tasks related to procurement.

Key Responsibilities:

* Maintain the purchase ledger by accurately recording and processing supplier invoices, credit notes, and payments.

- * Match invoices with purchase orders and delivery notes, resolving any discrepancies in a timely manner.
- * Reconcile supplier statements and resolve any issues or discrepancies.
- * Assist with processing supplier payments and managing supplier queries.
- * Collaborate with other departments to ensure accurate and timely recording of purchases.
- * Support the finance team with month-end procedures and reporting as required.
- * Assist with general administrative tasks related to procurement and finance.

Requirements:

- * Previous experience in a similar purchase ledger or accounts payable role is desirable.
- * Proficiency in using accounting software and Microsoft Office applications, particularly Excel.
- * Strong attention to detail and accuracy in data entry.
- * Excellent organizational and time management skills.
- * Effective communication skills, both verbal and written.
- * Ability to work independently as well as part of a team.
- * A proactive and adaptable approach to work, with the ability to prioritize tasks effectively.

How to Apply: If you are passionate about finance and have the skills and experience required for this role, we would love to hear from you! Please submit your CV or email [Danny.Bentley @ Huntermasonconsulting . com](mailto:Danny.Bentley@Huntermasonconsulting.com)

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