

Purchase Ledger Clerk

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Company: Resolute Recruitment

Location: Southam

Category: management

Resolute Recruitment are recruiting for a Purchase Ledger Clerk for one of our leading and exciting clients who are established in the Construction Industry.

Salary - £24,000 - £29,000 dependent on experience.....

Purchase Ledger Clerk – The role:

- Assist with raising purchase orders, matching delivery notes and invoices.
- Manage the allocation of credit card receipts to purchase orders.
- Monthly reconciliation of statements, chasing copies of any missing invoices.
- Collaborate with other team members to clarify any purchasing/invoice queries.
- Analysing purchase invoices to ensure validity.
- Liaising with internal stakeholders to ensure the accounts department is always up to date.
- Ensure compliance with relevant financial regulations and company policies.

Purchase Ledger Clerk – Role Requirements:

- A recognised accountancy qualification or be working towards one.
- Familiarity with general accounting principles and practices.
- Excellent organisational skills and ability to prioritise tasks effectively.
- Ability to work independently as well as collaboratively in a team environment.
- Computer literate in the Microsoft Office suite of programs, especially Excel.

Purchase Ledger Clerk – Shifts:

Monday – Friday.

08:00 - 17:00

Resolute is acting as an employment business in relation to this role.

Skills Required

Microsoft, Microsoft Word, Microsoft Office, Microsoft Excel, Customer Facing, Customer Service, Administration, Business.

Qualifications Required

Microsoft, Microsoft Word, Microsoft Office, Microsoft Excel, Customer Facing, Customer Service, Administration, Business.

Keywords

purchase, purchasing, ledger, clerk, admin, administration, account, accounts, southam, Warwickshire, Northamptonshire, rugby, leamington spa, warwick, wellesbourne, payment, invoice, invoices, compliance

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