

Purchase Ledger Clerk

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Company: Pertemps TM

Location: Stoke-on-Trent

Category: office-and-administrative-support

Purchase Ledger Clerk

Pertemps Stoke are looking to recruit a Purchase Ledger Clerk to join our well established client in the Stoke-on-Trent area.

Key responsibilities of this Purchase Ledger Clerk role:

Processing invoices

Validating, posting, allocating and reconciling invoices, payments and credits

Reconciliation of supplier accounts and statements

Raising sales invoices

Keeping internal systems updated with accurate, timely information

Providing financial reports as required

Skills required for this Purchase Ledger Clerk role:

A proven track record within a similar role is required

Excellent written and verbal communication skills

Must be computer literate

Up to date with industry standards

Have a keen eye for detail

What this Purchase Ledger Clerk role has to offer:

Hourly rate - £12.30PH

Location: Stoke-on-Trent

Monday to Friday 8:30-16:30

Temporary to permanent position

Free onsite parking

If you are interested in this Purchase Ledger Clerk role please call Steph on 01782 968220

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Cross References and Citations:

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