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Purchase Ledger Clerk

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Company: Pertemps TM

Location: Stoke-on-Trent

Category: other-general

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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