

## Senior Purchase Ledger Clerk

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Company: Page Personnel

Location: Sutton Coldfield

Category: office-and-administrative-support

Senior Purchase Ledger Clerk

Sutton Coldfield

### About Our Client

Page Personnel is representing a Retail business based in Sutton Coldfield.

### Job Description

The key responsibilities of the Senior Purchase Ledger Clerk are to;

Processing of all purchase invoices

Examining financial recording using excel

Supporting in resolving any issues with Purchase Orders, working collaboratively with departments to ensure correct sign off & procedures are followed

Set up & Maintenance of Supplier accounts, including regular reconciliations

Dealing with supplier queries

Weekly payment run, including tutor payments

Prepayment processing and reconciliations

Month end Reconciliations

Regular Aged Creditors Reports, and other ad hoc as required

Supplier contracts: monitoring of renewals, accuracy of billing, servicing and repairs

Support the Senior Purchase Ledger Clerk as required

Filing, annual archiving

Any other ad hoc duties as required within the department

### **The Successful Applicant**

The successful Senior Purchase Ledger Clerk will have;

Must have experience working in Purchase Ledger, we are looking for a candidate that is ready to take on Senior responsibilities!

Be an excellent communicator in order to effectively communicate with team members and suppliers

Confident use of Microsoft Excel is essential as it will be used on a daily basis

### **What's on Offer**

The Senior Purchase Ledger Clerk will be offered;

Temporary ongoing assignment

Weekly pay

FTE - £30,000

Hybrid working - 3 days on site based in Sutton Coldfield

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