

Temp Purchase Ledger Clerk

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Company: Omega Resource Group

Location: Hucclecote

Category: other-general

Job Title: Temporary Purchase Ledger Clerk

Location: Gloucester

Pay Range/details: £14.50 per hour

Contract Type: Temporary ongoing

A great short-term position for an experienced Purchase Ledger Clerk has popped up in Gloucester! My client has a requirement for a temporary Purchase Ledger Clerk to come in and support their busy Finance department.

Key Responsibilities - Temporary Purchase Ledger Clerk

Prepare financial reports and assist with month-end close procedures

Processing and reconciliation of monthly supplier payment runs

Processing of daily bank transactions and reconciliation

Responsibility for Purchase Ledger

Accounts payable

Qualifications & Requirements – Purchase Ledger Clerk

Strong Excel skills, including working knowledge of a fully integrated ERP system, preferably IFS but not essential.

Hands on, proactive, enthusiastic and positive work ethic.

Team player

Detail-orientated and organised

What we can offer – Purchase Ledger Cler

Good Hourly rate

Fantastic working environment

Free onsite parking

Potential career opportunities

For more information on this role, please contact Paul Furlong on (phone number removed) or send a copy of your CV to

Candidates who are currently a payroll administrator, finance assistant or someone in between permanent roles may be suitable for this position

For details of other opportunities available within your chosen field please visit our website (url removed)

Omega is an employment business specialising in opportunities at all levels within the Engineering, Manufacturing, Aerospace, Automotive, Electronics, Defence, Scientific, Energy & Renewables and Tech sectors.

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