Purchase Ledger Administrator

We are looking for a full-time motivated Purchase Ledger Assistant to support our busy finance department. The successful candidate will be responsible for all aspects of the accounts payable function, ensuring that all purchase ledger invoices are processed accurately, and suppliers are paid on a timely and efficient basis.

## Key Responsibilities:

## Accurate invoice processing by matching supplier invoices against purchase orders and delivery notes.

## Prepare and process weekly BACS payment runs using Sage

## Responding to supplier queries promptly

## Supplier statement reconciliations

## Querying pricing discrepancies

## Completing supplier account application forms / opening accounts

## Reconciliation of credit card statements

## Assist with month-end close processes

## Assisting with office tasks such as filing, answering phones and processing mail

## The ideal candidate:

## Relevant previous experience within accounts department

## Strong inter-personal skills both verbal & written

## Computer literate with Microsoft Excel skills

## Accuracy and attention to detail

## Friendly and tactful personality

## Like working with people as part of a team

## Experience using Sage 50 Accounts