

Purchase Ledger Administrator

Introduction

We now seek an experienced Purchase Ledger Administrator within our Head Office accounts department. Working from our office in Wrenbury, Nantwich and on a full-time basis Monday to Friday (8am – 5pm), you will be a team player and hands on individual who enjoys the day to day office setting and contributing to the finance team's effectiveness.

Duties will include, but are not limited to:

Record and process purchase and sales invoices in a timely manner ensuring they are correctly authorised and accurately posted and coded to the correct ledgers.

Reconcile supplier statements on a monthly basis, prioritising suppliers for the month end close. Ensure action is taken to rectify any debit balances and allocate payments.

Review blocked items list on a regular basis and investigate unpaid invoices on the ledger.

Resolve queries raised by suppliers in a timely fashion.

Process cash expenses and credit card statements, recording VAT correctly and progress any overdue statements not returned.

Process purchase invoices and expenses with and without purchase orders.

Prepare inter-company statements providing details of costs to be recharged and journal inter-company recharges on the ledger accurately.

Additional duties in line with your role that may be required from time to time:

Bank reconciliations

General administration duties

SKILLS, KNOWLEDGE AND EXPERIENCE:

Essential:

Previous purchase ledger experience working in a finance office dealing with multiple cost centres.

Experience with Sage computerised accounting systems and electronic purchase order systems.

Microsoft Office Excel skills

Ability to prioritise and work to calendar determined deadlines.

GCSE English and Math's (grade A-C) or level 2 equivalent.

Ability to communicate confidently and competently both within the company and with suppliers.

Personal Qualities:

Excellent verbal and written communication, organisation and co-ordination skills.

Organised and methodical in their work.

Eye for detail.

Team player.

Excellent work ethic.

In return we offer a competitive salary, a friendly and supportive environment.

To Apply

This is an exciting opportunity and if you have the relevant skills and experience please apply now. To apply send your CV and covering letter to raj@gh-construction.co.uk.

The closing date for this vacancy is *Friday 25th May 2018*

Unfortunately, due to the number of applications we receive it is not possible to respond to all applications. As such, if you have not been contacted within two weeks of the closing date then unfortunately your application has not been successful on this occasion.