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# PURCHASE LEDGER CLERK

**Job Purpose**

The Purchase Ledger Clerk will be responsible for processing invoices, payment runs and reconciliations, as well as other ad-hoc accountancy duties. The Purchase Ledger Clerk reports to the Finance Manager and is an integral part of the Finance Team.

**Responsibilities**

* Control and reconciliation of the purchase ledger including accounts payable entries, authorisations, coding and filing
* Administering staff expenses (including authorisation, coding and payments)
* Making payments via the company credit card and Amazon business account
* Assisting with the reconciliation of various GL accounts
* Liaise with Operations team as needed
* Perform bank reconciliations
* Reconciling supplier statements and following up on queries with suppliers
* Other ad-hoc duties as and when required.

**Qualifications**

**Skills & Knowledge**

* Excellent organisational skills with a strong capacity to manage priorities
* Attention to detail and experience of working in a fast-paced environment with tight deadlines
* Comfortable working with databases and reporting tools
* Proficient Microsoft Excel skills
* PeopleSoft experience desired but not essential

**Relevant Experience**

* Experience in a similar role or other relevant experience.