

JOB TITLE: TEMPORARY PURCHASE LEDGER CLERK

JOB DESCRIPTION: Purchase Ledger Clerk for a large manufacturing organisation

RESPONSIBLE TO: Manager of Purchase Ledger

MAIN DUTIES:

- Matching / Clearing invoices
- Inputting invoices on AS400 (specialist manufacturing software, will receive training)
- Completing ad-hoc accounting processes on Excel spreadsheets
- Organising BACS payments
- Booking car hire and raising relevant documentation

PERSON SPECIFICATION:

- Experience preferred, at least 12 months within Purchase Ledger
- Someone from a large specialist ledger would enjoy the challenge
- Full understanding of cost codes and purchase orders essential
- A team player; you will be part of the Purchase Ledger team located within the Finance Department

LOCATION: Callington

SALARY: £7.00 per hour

WORKING HOURS: 8:30am – 5pm, Mon - Fri

This role could be temporary to permanent.