

Purchase Ledger Clerk



Description

Following an internal promotion The Deluxe Group are seeking an experienced Purchase Ledger Clerk, with front of house and telephone reception responsibilities.

The ideal person will be responsible for the day to day running of the purchase ledger, which includes subcontractors who are subject to CIS Regulations.

Duties & Responsibilities:

- Processing supplier transactions from input through to verification, matching and approval to statement reconciliation.
- Work closely with Procurement and Project Teams to resolve differences.
- Preparation of draft supplier payment runs and dealing with payment requests.
- Verification of subcontractor timesheets and invoices to attendance records.
- Filing of invoices and other finance paperwork.
- Working with finance team to drive continuous improvement and to support business growth.

Experience

- At least two years in a similar environment is essential
- Experience of Sage Line 50, Eque 2 Contract Management Software, and Deltek Project Information Management Software would afford a distinct advantage.
- Experience with Sage Payroll and CIS is desirable.

Salary will be commensurate with experience. The Deluxe Group offers a class leading office environment, friendly working conditions and opportunities for progression.

Please forward your CV to lynne.english@thedeluxegroup.com