

**JOB SPECIFICATION – PART TIME PURCHASE LEDGER ASSISTANT**

**Salary Range**: £18,000-£22,000 Pro Rata Per Annum dependent on experience

**Job Title:** Purchase Ledger Assistant

**ROLE SUMMARY**

We are looking for a Purchase Ledger Assistant to join our team. You will be responsible for the accurate and timely processing of purchase invoices to deadlines, resolving any invoice queries that arise and for the reconciliation of supplier accounts. The successful candidate should have confidence in dealing with numbers, looking for errors and be confident enough to raise any concerns or queries should they arise.

The Key Tasks of the post are:

* Match supplier invoices to delivery notes and purchase order
* Raise queries promptly with purchasing team if invoices do not match the orders
* Liaise with suppliers regarding errors in invoicing
* Check & code non order invoices
* Purchase Ledger data entry
* Reconciling statements on a monthly basis and investigating differences
* Payment reconciliation to supplier account
* General administrative tasks including filing, printing, scanning, emails and correspondence
* Other duties for the finance team and wider business where required

**The Ideal Candidate**

* A sound knowledge of accounts processing with previous experience in purchase ledger
* Excel experience
* Excellent communication skills
* Be able to prioritise workload and work to deadlines
* Accuracy and Attention to detail
* A willingness to pitch in where necessary, as you may be required to provide administration support for the office when necessary.