

CAREER OPPORTUNITY

JOB TITLE:

Purchase Ledger Clerk



Background

Guided by our shared values, we all take pride in everything we do, working as one team with a shared vision to deliver the highest standards to our customers. We work in a fast moving ever-changing environment, so we are constantly looking at driving improvements to stay ahead of our game. There is a real passion to innovate across the whole Agilitas team, whether that be to improve our internal processes for our colleagues or simply make the customer experience a more pleasurable one! Our core PRIDE values (Passion, Respect, Innovate, Deliver, Embrace) unite the Agilitas team and ensure we remain focused and consistent in everything we do.

Job Purpose

We are looking for a Purchase Ledger Clerk who will be responsible for the whole purchase ledger process, from purchase order to invoices and reconciliations.

Main Duties and Responsibilities

- Raise purchase orders and code for non-stock items e.g. carriage and overheads
- Supplier statement reconciliations
- Raise mid and month end payment runs
- Daily interface of invoices and credits raised on ERP system into finance system
- Purchase invoice processing (log and match)
- Chase RMAs and follow through to obtain credit note from supplier
- Month end procedures and ledger management including month end control checks e.g. debit balances, GRNI, review purchase ledger
- Match Barclaycard payments to invoices and ensure purchase orders raised
- Paypal administration of receipts and payments
- Query resolution
- Review and develop reporting and procedures to ensure best practice
- Setting up new supplier accounts and maintaining existing account details
- Data Entry
- Maintaining strong relationships with suppliers

About You

You will have at least 2 years Accounts Payable experience in an SME environment, with good IT skills, particularly in Excel. You must be a team player, be self motivated and confident who thrives in a busy team environment. Our company values are important to us so are looking for a likeminded individual who wants to be part of a friendly team in a progressive award winning company.

