

Purchase Ledger / Accounts Payable Administrator

Job Description



- Location: Exeter
- Reporting To: Jaimie Sealey
- Salary: Starting at 24K- based on experience
- Hours: 40 per week (8:00-16:30)
- Annual Leave: 25 days
- Long Service Awards
- Enhanced Company Pension
- WeCare Scheme
- Death in Service Scheme



Job Purpose

To administrate the Purchase Ledger for both companies.

- To input Purchase Ledger invoices through the inhouse system and sage
- To input Purchase Ledger Credits through inhouse system and Sage
- To Reconcile Purchase Ledger Accounts monthly
- To prepare Supplier Payments daily
- To prepare monthly Priority Supplier payments
- Reconcile monthly Company Multipay Cards
- To open new Purchase Ledger accounts
- Preparing weekly/monthly Cash Reports
- Preparing Daily/weekly/monthly misc. reports
- To provide holiday cover for Sales Ledger



Purchase Ledger/ Accounts Payable Administrator Person Specification



Knowledge & Experience

- Good general education in literacy & numeracy
- Previous experience of VAT Returns
- Prior knowledge of Purchase, Sales and Nominal Ledger Accounts
- Ability to work as part of a team
- Prior knowledge of General Accounts Procedures
- Prior knowledge of Bank reconciliations
- Can work well within a busy team
- Proficient in Email, Microsoft Excel and Microsoft Word

Qualities & Competencies

- Time management skills
- Good communication skills
- Integrity
- Good IT Knowledge
- Team Working

Get in touch to Apply!

