



# Example of Purchase Ledger Clerk Job Description

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Our growing company is searching for experienced candidates for the position of purchase ledger clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for purchase ledger clerk

- A' Levels or equivalent qualifications
- Email allocation reports
- Investigate failed idocs
- Additional adhoc tasks
- Process non edi invoices
- Process manual debit notes
- The reconciliation of creditor accounts and bank statements
- Balance sheet reconciliation of all purchase ledger control accounts, resolve any balance differences
- Prioritisation and processing of BACS and Cheque runs in line with set deadlines
- Identifying cash book entries, locating invoice entry to offset against and investigating any anomalies

## Qualifications for purchase ledger clerk

- Processing pro-forma invoices
- Processing foreign payments
- Payments forecasting and reconciliation of reports month end reports
- Identifying and amending invoices coded via the nominal ledger to non-VAT cost accounts
- Supporting and covering all areas of the purchase ledger function including PLOW and supplier reconciliations functions

