



Example of Purchase Ledger Clerk Job Description

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Our innovative and growing company is looking for a purchase ledger clerk. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for purchase ledger clerk

- Assist Management Accountant and other members of the Finance team with general day to day tasks
- Dealing with queries from external customers suppliers
- Dealing with queries from internal customers other departments
- Allocation of all cheque and direct debit payments
- All other tasks as required within the accounts payable team
- Import prices into database
- Management of SOA claims with suppliers
- Accurately maintain the Purchase Ledger
- Any other duties reasonably associated with your role
- Match invoices to orders and resolve queries with suppliers and internal stakeholders

Qualifications for purchase ledger clerk

- Query management both internally and with suppliers
- Monitoring and housekeeping of purchase order system
- Monthly statement reconciliations
- Cover for sales ledger invoicing
- Responsible for purchase order/late invoice accruals at month end
- Additional assistance where necessary within team