



# Example of Purchase Ledger Clerk Job Description

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Our innovative and growing company is hiring for a purchase ledger clerk. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for purchase ledger clerk

- Matching and posting high-value invoices within a fast-paced environment
- Liaising with Suppliers, Stores, Distribution Centres and other operational colleagues within our Support Office for invoice queries
- You will be working with an allocated number of Suppliers and covering for colleagues' holidays and sick as part of a buddy scheme
- Raising returns/credit claims for suppliers
- Supplier statement reconciliations to GRNI (Goods received not invoiced)
- Additional ad hoc duties relating to the accounts payable function
- Submit supplier payments for approval within relevant payment terms
- Month end tasks
- Ensure unallocated payments are kept to a minimum
- Data entry and accounts payable administrative duties

## Qualifications for purchase ledger clerk

- You'll have the ability to meet tight deadlines and work well under pressure
- You'll have excellent communication skills, both verbally and written
- To liaise/support all departments within the business through the purchase process
- Confident, enthusiastic individual with the ability to manage relationships with suppliers and internal contacts and continually exceed expectations
- Must be capable of working with attention to detail, accurately and diligently

