



Example of Purchase Ledger Clerk Job Description

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Our company is growing rapidly and is looking for a 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

- Validation of data transferred from JDE to SAP
- A' Levels and minimum grade 'B' GCSEs in Maths and English
- Accounts experience working with JDE or SAP desirable but not essential
- Processing purchase ledger invoicing and expenses and making sure that invoices are correctly matched to the purchase orders, as required
- Generating payment runs
- Check all invoices received and ensure that they match accurately with purchase orders
- Process all purchase invoices accurately and within deadlines
- Ensure that all filing systems and other records are maintained accurately and efficiently
- Deal with all telephone calls in a friendly, efficient and professional manner
- Deal with all internal staff in a friendly, efficient and professional manner

Qualifications for purchase ledger clerk

- Cover for purchase ledger payment runs
- Unallocated cash
- Assist where necessary within team
- Minimum of 3-5 years practical experience preferred
- It is essential you have previous experience of working within a Purchase Ledger role
- Having previous knowledge of the SAP accounting system is preferable but

