

Job Information Sheet

Job Title : **Purchase Ledger Clerk**
Department : Accounts
Reporting to : Head of Finance

Job Purpose

WF Supplies provides a comprehensive range of products to the drylining and interior fit-out sectors. With over 5,000 stock items tailored to the needs of these sectors and an invaluable next-day direct-to-site delivery service, WF Supplies is perfectly positioned to ensure the success of every fit-out and drylining project.

The role is to monitor, record and provide accurate financial information relating to cash management and business bookkeeping. Accountable for the whole purchase ledger process, from purchase orders through to invoices and reconciliation.

Key Responsibilities

- Run invoice and credit reports for upload into Invoice Finance.
- Process invoices and credit notes received via email or post.
- Post bank transactions and reconcile them up to date.
- Conduct regular BACS payment runs.
- Send credit card statements to holders.
- Reconciliation of invoices, bank accounts, statements etc.
- Allocate credit card transactions appropriately.
- Maintain and manage emails and queries related to the purchase ledger.
- Post journal entries as needed for accurate financial recording.
- Set up and maintain supplier accounts to ensure accurate records.
- Ensure all transactions are correctly allocated and recorded.
- Provide regular updates and reports on purchase ledger activities.
- Organise quarterly VAT processing.
- Stock adjustment.
- Salary journal posting.

Skills & Experience

- Strong IT skills and experience with data input, administration and accounts payable are desirable
- High attention to detail and accuracy
- Excellent numerical skills
- Excellent organisational skills with the ability to process data and information accurately
- Great communications skills