

## **PURCHASE LEDGER CLERK**



**Are you looking to join one of Bristol's most inspiring companies as selected by the London Stock Exchange 2016? Are you hard working and have purchase ledger experience? If yes, then this could be the opportunity you have been waiting for...**

Charles Saunders Ltd, a Bristol based wholesale company, who were 2017 winners of the Bristol Posts Large Business of the year award, are currently seeking a Full Time, Permanent, experienced Purchase Ledger Clerk to join our busy Accounts team at our head office based in Yate.

<b>Salary:</b>	£18,000 - £20,000 per annum, Dependant on experience
<b>Additional Benefits:</b>	<ul style="list-style-type: none"><li>• Pension</li><li>• Life Assurance</li><li>• Income Protection</li><li>• Cyclescheme</li><li>• Access to Employee Benefit Portal</li><li>• Access to Employee Assistance Program</li><li>• Up to 25 days holiday + bank Holidays</li></ul>
<b>Hours:</b>	Monday-Friday 9:00-17:00
<b>Reporting To:</b>	<ul style="list-style-type: none"><li>• Accounts Manager</li><li>• Accounts Supervisor</li></ul>
<b>Job Location</b>	Charles Saunders Ltd, Armstrong Way, Great Western Business Park, Yate, Bristol, BS37 5NG

### **ABOUT THE COMPANY**

Charles Saunders Ltd have been established in Bristol for over 50 years. We supply a full range of frozen, chilled and ambient foods, fresh and frozen seafood, together with an extensive range of tableware and disposable products.

### **ABOUT THE POSITION**

This position will suit someone who has a flexible attitude and can work well both alone and as part of a team, **previous purchase ledger experience is essential.**

#### **Responsibilities will include but are not limited to:**

- Checking Purchase Invoices against Purchase Orders and Goods Received Notes.
- Inputting all invoices on to the purchase ledger system.
- Preparing payments using internal reports and supplier statements.
- Reconciling of purchase ledger accounts.
- Raising manual cheques and ensuring all relevant authorised documents are filed.
- Ensure all cash is banked and posted to the accounts system in a timely manner.
- Supporting the Accounts Supervisor when required.
- Covering cashiering duties as and when required.

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### **Skills & Attributes:**

- A minimum of 2 years previous purchase ledger experience
- Computer Literate with the ability to learn new systems
- Excellent customer service skills, enabling good customer relations
- Good numeracy skills
- Excellent verbal and written communication skills
- Good attention to detail and accuracy with the ability to recognise problems and work to find solutions
- Highly organised with the ability to work under pressure and to deadlines
- Ability to work in a team as well as individually

All applicants must provide proof of eligibility to work in the UK.

Charles Saunders Ltd is an equal opportunity employer, dedicated to a policy of non discrimination.

Due to the volume of applications received only successful applicants will receive a response.

NO AGENCIES PLEASE.