

ROLE: PURCHASE LEDGER  
DEPARTMENT: ACCOUNTS PAYABLE  
DEPARTMENT MANAGER: VICKY YOUNG / KAYE DAVIS

PROPOSED DUTIES:

- Responsible for group of accounts.
- Organisation of email
- Processing of purchase invoices via in house system (e.g job-costs)
- Processing of purchase invoices via Sun Accounts (e.g Tank Repairs)
- Distributing purchase invoices for approval to UK/Overseas staff
- Communication with suppliers and UK/Overseas staff and dealing with purchase invoice enquiries
- Reconciliation of supplier statements
- Preparing monthly payments – balancing to supplier statements
- Entering payments on to banking systems
- In-house maintenance of supplier accounts
- Scanning