



JOB DESCRIPTION

Job Title:	Trainee Purchase Ledger Clerk
Department:	Administration
Location:	Ely, Cambridgeshire, UK
Reports to:	Teresa Riding, Assistant Accountant

Level/Grade Administration	Type of position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contractor <input type="checkbox"/> Casual worker
Hours; 37 hours per week (including day release AAT study)	

General Description
<p>General purchase ledger and finance office administration duties.</p> <p>Employee development opportunity with AAT study offered on day release basis.</p>
Responsibilities
<ul style="list-style-type: none"> • General purchase ledger duties including: <ul style="list-style-type: none"> - Coding and processing of purchase invoices - Invoice clearing against purchase orders - Process staff expenses and credit card purchases - Process Company BACS payments on Barclays.Net - Post all cash outgoings via Sage 50 including supplier payments - Issue remittance advices to suppliers - Reconcile supplier statements - Set up of new supplier accounts, including completion of credit application forms - Administering petty cash • Maintain the accounts email inbox's • General administrative duties such as opening and distributing post, answering and screening telephone calls and canteen and stationary stock replenishment • Assist with sales order processing and travel & accommodation bookings during busy periods and absence cover • Annual archiving of finance records • Absence cover for Administration department
Education & Skills Requirements
<ul style="list-style-type: none"> • Good attention to detail • Ability to work to monthly deadlines • Good team working skills • Previous Sage Accounts 50 experience advantageous • Intermediate user of Microsoft Office advantageous • Enthusiasm