Job Title: Purchase Ledger Clerk

Location: London, UK

Salary: £25,000 - £30,000 per annum, depending on experience

The company is a leading retail company based in London and they are currently seeking a Purchase Ledger Clerk to join their finance team. The successful candidate will be responsible for managing the purchase ledger function and providing support to the wider finance team.

Key Responsibilities:

* Processing and reconciling invoices for payment
* Resolving invoice queries and liaising with suppliers
* Maintaining accurate and up-to-date records on the purchase ledger
* Processing employee expenses and ensuring compliance with company policies
* Reconciling supplier statements and preparing payment runs
* Assisting with month-end close procedures and providing support to the wider finance team as required.

Skills and Experience:

* Previous experience in a similar Purchase Ledger role
* Strong communication and interpersonal skills, with the ability to build relationships with suppliers and internal stakeholders
* Excellent attention to detail and the ability to work accurately under pressure
* Good organisational and time management skills
* Proficient in using Microsoft Excel and other finance systems

Qualifications:

* AAT Level 2 or equivalent qualification in finance or accounting

If you are interested in this opportunity and meet the above criteria, please submit your CV and covering letter.