

## Simply Waste Solutions

### Job Description

<b>Job Title</b>	Purchase Ledger Assistant
<b>Department</b>	Accounts
<b>Reporting to</b>	Purchase Ledger Supervisor
<b>Location</b>	High Wycombe
<b>Salary</b>	£21,000 - £23,000

<b>Job Description / The Role</b>	The position would suit someone with a minimum of two years previous purchase ledger experience. The successful candidate would be predominantly involved in all aspects of purchase ledger. You would be part of a team of 5 people, reporting to the Purchase Ledger Supervisor.
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<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Matching, checking and coding invoices.</li> <li>• Reconciling delivery notes to invoices and purchase orders.</li> <li>• Organizing weekly supplier payment runs.</li> <li>• Setting up new supplier accounts and maintaining existing account details.</li> <li>• Monthly reconciliation of supplier statements.</li> <li>• Invoice filing/other adhoc filing</li> <li>• Creating &amp; maintaining strong relationships with suppliers.</li> <li>• Query chasing and resolution.</li> <li>• Reviewing systems and processes and suggesting improvements where necessary.</li> </ul>
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<b>The Ideal Candidate Will Have</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills.</li> <li>• Strong attention to detail.</li> <li>• Self-discipline and motivation, with a flexible and proactive nature.</li> <li>• Proficient in Excel and Microsoft office packages.</li> <li>• Knowledge of SAGE 200.</li> <li>• Ability to work to strict deadlines.</li> <li>• Ability to manage own workload effectively and efficiently.</li> <li>• Able to communicate effectively in writing, on a one-to-one basis and by phone with a range of people including, internal and external customers, managers &amp; Directors.</li> <li>• Ability to independently problem solve.</li> <li>• Answering all telephone enquiries in a professional and informative manner.</li> </ul>
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<b>Additional</b>	**The role would come with full training & handover from existing team members**
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