



<b>Role</b>	Purchase Ledger Clerk
<b>Location</b>	Sheffield
<b>Salary</b>	Competitive

## Background

### **The Company**

Isosceles is a Business Accounting and HR Consultancy providing bespoke accountancy, payroll and HR outsourcing services to growing businesses. We work closely with our clients to help them succeed.

### **The Candidate**

We're looking for an enthusiastic, hands on individual seeking a busy, client supporting role. You'll help us deliver a best in class accounting service to one or more of our clients. You'll be confident and outgoing, with strong numeracy and professional communication skills and recent Purchase Ledger experience gained in the private sector, so you'll be ready to go. This is a great opportunity to work in a busy team with a variety of interesting and dynamic businesses, and to develop your technical skills in a supportive and friendly environment.

## Role Purpose and Key Responsibilities

The core purpose of the Purchase Ledger Clerk is to manage the day to day running of the client's accounts department.

### **Responsibilities:**

- Accurate and timely management of purchase ledger.
- Invoice processing, including coding and matching of supplier invoices to purchase and delivery documentation, check for authorisation.
- Posting invoices to the ledgers.
- Scanning and distribution of invoices for approval via document workflow software.
- Dealing directly with suppliers to obtain relevant information and resolve any queries.
- Supplier statement reconciliations.
- Interaction with client staff to agree overdue invoice approvals.
- Generating payment runs through to bank.
- Investigate and resolve client queries.
- Assist in preparation and production of regular and ad-hoc reports and spreadsheets.
- Expenses - Check and post approved expense claims.



- Raise any issues or concerns with colleagues or line manager.
- Provide support to isosceles colleagues as required to assist on other client accounts.

### **Technical strengths**

- Experienced purchase ledger clerk in a private sector organisation.
- Strong Excel and Word skills.
- Practical experience of working with at least one accounting software package, with an understanding of the interaction of ledgers.
- Ideally client facing experience.

### **Personal Qualities**

- Numerically confident
- Clear and confident communicator, both verbally and written.
- A flexible/adaptable approach to work.
- Highly organised and able to balance multiple clients.
- Self-starter, able to work with minimal supervision.
- You'll also need to have the right to work in the UK.