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| Job Title | **Purchase Ledger Clerk** |
| Job Overview | Our busy Accounts department is expanding, and we are looking for an Accounts Purchase Ledger Clerk. The role will be based in our Kidlington Office and hybrid working will be available. The Accounts Purchase Ledger Clerk will be responsible for the whole purchase ledger process as detailed below. This role will report directly to the Finance Manager. |
| Roles and Responsibilities | * Posting directly to Purchase Ledger
* Creating and reviewing weekly payment runs
* Payment processing and creating files for submission to the bank
* Reconciliation of Suppliers ledgers & statements
* Production of remittance advices
* Maintaining the accuracy of supplier details
* Investigating purchase ledger queries for both suppliers and colleagues
* Working closely within the team to ensure accuracy of information
* Processing and reconciling petty cash
* Any other duties as directed by the Management Team
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| Person Specification | * Previous purchase ledger experience essential
* Knowledge of Xero accounting system advantageous
* Knowledge of legal accounts practices would be useful but not essential
* Confident to work within tight timescales
* Must be IT literate and be willing to learn
* Working knowledge of Excel and other Microsoft Office packages
* Good communicator in both written and verbal English
* Excellent time management and organisation skills
* Good team work ethics
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| Salary | £23,500-25,000 depending on experience  |
| Working hours | 9:00am to 5pm, with one hour for lunch Monday - Friday |
| Job type | Permanent – Hybrid working available. Location - Kidlington |
| Closing date | We reserve the right to amend the closing date or withdraw the advert without notice prior to the closing date. |
| Why work for Rock MS? | We are a forward thinking, dynamic company, who put their clients and employees first. We are a fun and flexible firm with good opportunities for development and career progression. We expect a lot from our employees but in return we offer:* The ability to earn up to 30 days of holiday with years of service (standard holiday packages start at 21 days plus all bank holidays);
* Additional paid day off on your birthday.
* Ability to purchase a further 5 days of holiday each year.
* Discretionary additional holiday days given at Christmas (up to a maximum of 2 days)
* Flexible working schemes available to all employees.
* Private medical health care with the option to add optical and dental care.
* Discounted gym memberships.
* Fresh fruit baskets in each office on a weekly basis.
* Cycle to work scheme.
* Unlimited access to online based training.
* Employee assistance programme with access to physical, mental and emotional health advice & webinars, wellbeing videos and programmes, online counselling & mini health checks.
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| How to apply? | If you are interested in this position, or would like further information, please email recruitment@rockms.co.uk with the job title clearly stated in the subject line. |