



Job Details

Job Title – Purchase Ledger Clerk

Job Description

We are looking for a Purchase Ledger Clerk to join our small accounts team to cover for maternity leave. The role will involve looking after all aspects of the purchase ledger including invoice processing and matching to orders, statement reconciliations, processing payment runs, as well as assisting in other accounts office duties.

Relevant experience within a Purchase Ledger Clerk role preferred.

Job Type – temporary, full time.

Sector – accounting

Workplace Postcode – SK14 4QF

Apply with CV to sarah.connor@groveproducts.co.uk or telephone 0161 3672310 for further details

Closing date 03/02/2012