

JOB SPECIFICATION

JOB TITLE:	FINANCE OFFICER – Sales/Purchase Ledger Clerk
REWARD:	Temporary: Competitive rates and overtime available
HOURS:	Basic 40hour week Monday to Friday
TERMS:	Temporary: contracts available September – December Permanent contract opportunity 2011

PERSON SPECIFICATION:

- Previous experience in a Purchase Ledger role essential
- Sales ledger experience an advantage, however training will be provided
- Experience of computerised accounting systems essential, SAP Business One (preferable) or Sage Line 50.
- At least GCSE level Maths & English calibre
- Recognised accounting qualifications advantageous
- Excellent Microsoft Excel & Outlook skills
- High level of data input accuracy
- Good communication & inter-personal skills
- Able to work under pressures and to deadlines
- Attention to detail
- Organised
- Team player
- Flexibility
- Professional, accountable & caring

JOB DESCRIPTION

Job Title:

Finance Officer – Sales/Purchase Ledger Clerk

Job Summary:

To ensure the accuracy and processing of sales and purchase ledger, whilst supporting the finance team to meet all financial deadlines.

Job Content:

Most Frequent Duties In Order Of Importance

- Sales ledger duties
 - Generate invoices using automated system and post
 - Raising, checking and processing credits
- Purchase ledger duties
 - Matching delivery notes to purchase invoices
 - Posting purchase invoices and credit notes
 - Reconciliation of supplier statements
 - Production of supplier payments
 - Day to day supplier queries
- Production of foreign supplier payments
- Posting of bank payment transactions and bank reconciliations – USD and GBP accounts

Occasional Duties In Order of Importance

- Cover for credit control as business requires
- Attend to all tasks commensurate with the role
- Any additional duties that reflect the business needs

Responsible to: Finance Manager