



Purchase Ledger Administrator Opportunity with **SIMPSON**

SIMPSON are looking to recruit a full time, experienced Purchase Ledger Clerk to work in our finance team based in Dunnington, York.

This will be a varied role, running all aspects of purchase ledger including delivery note and order matching, coding invoices, invoice entry for up to 1,700 invoices per month, query resolution and payment processing. Other duties include assisting with weekly payroll (experience beneficial, but not required), petty cash and nominal ledger cost journals.

The successful candidate will ideally be able to demonstrate experience in a similar accounts based role and be able to work independently as well as part of a team.

The successful candidate will be a hardworking individual who is organised, diligent, have sound computer and arithmetic skills, be able to work under pressure and possess good communication skills.

Apply to: Amanda Davidson, HR Advisor, Simpson
Email: Amanda.davidson@simpsonyork.co.uk
Tel: 07725 731230