**Purchase Ledger Clerk**

We have an excellent opportunity for an experienced Purchase Ledger Clerk to join our Finance Team.

The successful candidate will report directly to the Finance Manager and will be expected to maintain and keep up to date the purchase ledger in order to pay the suppliers within the agreed payment terms.

This is an exciting opportunity for a candidate who has good interpersonal and communication skills, exceptional attention to detail and good time management with ability to hit deadlines.

**The Role:**

* Input invoices on to the purchase ledger using the three-way matching or two-way matching system.
* Maintain the unmatched invoice register including chasing outstanding order numbers and GRNs.
* Liaise with all departments to ensure that all invoices are dealt with in line with audit requirements and within a reasonable time scale.
* Ensure that invoices have the appropriate authorisation prior to paying them, which may include signatures, matching to orders and delivery tickets.
* Manage purchase ledger queries from suppliers and staff in a professional and timely manner.
* Regular review of outstanding purchase orders and invoices.
* Processing Payment Runs.
* Reconciliation of Supplier Statements.
* Processing staff expenses
* Provide Holiday cover for Options ordering
* Complete control documentation to update the ledger with new suppliers and amendment to existing supplier details.
* Provide holiday cover within the department as required.
* Other ad-hoc duties as required.

**The Person:**

* Previous experience of working in an accounts department preferably in a purchase ledger department.
* Working knowledge of MS Office especially Excel.
* Computer proficiency.
* Working in a time critical environment.
* Knowledge of Coins (preferred)

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.