



Purchase Ledger Clerk

The role

We are looking for a permanent Purchase Ledger Clerk to join our Finance Team based in Coventry. Your role will be to carry out a variety of duties which involve basis accounting and bookkeeping principles, including posting to account ledgers and reconciliations.

You'll be responsible for posting Purchase Ledger Invoices and managing the Purchase Ledger database. You'll reconcile the Purchase Ledger statement and working closely with the Sales and Purchase Ledger Controller you'll assist in producing and maintaining supplier payment plan, liaise with suppliers as required. Additional duties include Petty Cash control, Bank Reconciliation and Payment Preparation.

Excellent communication skills both written and verbal are essential as is an eye for detail. We work in a fast paced environment to tight deadlines and this means you'll need to be able to work as part of a team but also on your own initiative taking ownership for accuracy and delivering results.

You'll have GCSE's in Maths and English at a grade C level or above you'll also have previous experience in a similar role. It's essential that you are proficient in Microsoft Office specifically Microsoft Excel and Word and have a good understanding of basic bookkeeping.

So, if you're a team player with a high degree of professionalism, someone who enjoys making a difference, and are motivated, flexible with a can-do attitude you could be just the person we are looking for to join our team.

To apply for this role please send your CV and a covering letter telling us why you'd like to come and work with the team here at Optilan and what you can bring to this role.

Please make sure you include details of your current salary and notice period and send it to our HR team at recruitment@optilan.com