



Purchase Ledger Clerk

Alvie & Dalraddy Estate have a vacancy for an experienced purchase ledger clerk.

This is a full time position.

Main Duties include:-

- Checking & input of all purchase invoices, ensuring correct coding
- Matching up of delivery notes
- Checking & reconciling supplier statements & resolving any differences
- General accounts administration
- Reconcile & input daily sales from Holiday Park
- Journal entries
- Input of timesheets
- Assisting the Financial Controller to achieve deadlines
- Payroll cover during holidays (training will be given if required)
- Good working knowledge of Excel
- Review Annual Electricity contracts
- Arrange appropriate TV licences for holiday properties & Estate House.

Essential Skills & Requirements:-

- Ideally part or fully AAT trained to level 2 or above
- Experience of working within a similar role
- Strong IT skills
- Knowledge of Quickbooks Online is preferable
- Attention to detail is essential
- Ability to organise own workload & good time management skills
- Ability to work well under pressure
- Strong admin background

Please send your covering letter and CV by email to accounts@alvie-estate.co.uk

Closing date for applications- 25th March 2020