

JOB DESCRIPTION

Purchase Ledger Clerk

ACCOUNTABLE TO: Finance Manager

Location: Croydon
Full time: Full Time- Temp Maternity Cover
Hours 37.5 hours per week excluding lunch Monday to Friday

CPI Group has an exciting opportunity for an enthusiastic Accounts Payable clerk to join our dynamic SSC team. CPI Group are a pan-European book printer and distributor with 17 manufacturing sites based within the UK, France, Germany, and Spain. We work in numerous markets including Trade (printing millions of Harry Potters!), to printing books for the academic and educational markets delivering school books and books on demand. The business is growing, and we are looking for energetic, creative, innovative team players to join us.

ROLE OBJECTIVES:

- Processing and verifying invoices/credit memos are posted on approval.
- Bank reconciliation
- resolving queries
- ensuring timely payments of liability and maintain vendor relationship. Posting – Bacs/direct debit/Refund payments.
- Posting Contra entries.
- Internal Journal posting
- Staff Expense posting.
- Recharge invoices
- Reconciling Supplier,
- Keeping Ledger Tidy
- Reconciling Supplier Statement.
- Covering team member.
- Foreign Exchange update.
- ad-hoc responsibilities as seen fit for the role.

RESPONSIBILITIES

- Posting Invoices/Credit memo.
- Query if there are any discrepancies and posting them once its resolved.
- Bank reconciliation and to check it agree at end of the month.
- Timely Bacs payment run.
- Posting of Payments (Bacs/Chaps/Direct debit/Refund).
- Regular contact with internal/external stakeholders, team leaders and management. You will need to manage a wide range of enquiries and provide meaningful and useful guidance.
- Invoicing/Vendor Management (3-way match)
- Timely payment processing
- Financial Insight/Expense Report Management
- Reconciliation
- Payment Monitoring
- Compliance
- Reporting
- Query Management

KEY COMPETENCIES

- In-debt knowledge on Account payable principle, accounting standard and industry regulation.
- Experience in account reconciliation
- Time management and organisation skills
- Strong Data entry skill for expense reports
- Proficient in Microsoft Excel/Words
- Familiarity with purchase order process
- Ability to work independently and take initiative

If this role appeals to you, please apply by emailing your CV to

Nithya Maheswaran- nmaheswaran@cpi-print.co.uk

If you currently work for CPI Group (UK) you must notify your



Line Manager before you apply

CPI