

<https://www.accountancycapital.co.uk/job/accounts-assistant-purchase-ledger-payroll/>

## Accounts Assistant (Purchase Ledger/Payroll)

### Description

**Job Title:** Accounts Assistant (Purchase Ledger/Payroll)

**Location:** Wolverhampton

**Job Type:** Full-time / Permanent

**Salary:** Competitive, dependent on experience

### Job Overview:

We are looking for a diligent and detail-oriented **Accounts Assistant (Purchase Ledger/Payroll)** to join our clients finance team in Wolverhampton. This role will be responsible for supporting the finance department in maintaining accurate financial records, processing purchase ledger invoices, and assisting with payroll duties. The ideal candidate will be well-organised, possess excellent communication skills, and have a keen eye for detail.

### Responsibilities

#### Key Responsibilities:

#### 1. Purchase Ledger:

- Processing supplier invoices, ensuring accuracy, proper coding, and authorizations.
- Matching purchase orders to invoices and checking discrepancies.
- Managing supplier accounts, including statement reconciliations and resolving invoice queries.
- Preparing and processing supplier payments (BACS, cheque, etc.) in a timely manner.
- Maintaining accurate and up-to-date purchase ledger records.
- Assisting with month-end purchase ledger reconciliations.

#### 2. Payroll:

- Assisting with the preparation and processing of the company payroll on a monthly/weekly basis.
- Ensuring payroll data is accurate, including timesheets, holiday pay, sick leave, and overtime.
- Maintaining employee records related to payroll and ensuring compliance with statutory requirements.
- Processing and submitting all payroll deductions such as pensions, National Insurance, and tax.
- Liaising with HR regarding changes to employee details (new starters, leavers, etc.).
- Ensuring compliance with payroll legislation and regulations.

#### 3. General Accounting Support:

- Assisting with bank reconciliations and other financial reports.
- Supporting the finance team with ad hoc accounting tasks as required.
- Providing administrative support for finance processes, including filing and data entry.
- Assisting with year-end audit preparations.

### Qualifications

### Hiring organization

Accountancy Capital

### Employment Type

Full-time

### Beginning of employment

1st December 2024

### Duration of employment

Perm

### Industry

Automotive

### Job Location

Wolverhampton

### Working Hours

9-5

### Base Salary

£ 28,000 - £ 32,500

### Date posted

October 19, 2024

### Valid through

30.11.2024

## **Key Skills & Requirements:**

- Previous experience in a similar Accounts Assistant role, particularly within purchase ledger and payroll.
- Proficiency in accounting software (Sage, Xero, or similar) and Microsoft Excel.
- Strong numerical and data entry skills with high accuracy and attention to detail.
- Good understanding of payroll processes and relevant legislation.
- Excellent communication skills, both written and verbal.
- Ability to manage multiple tasks and work under pressure to meet deadlines.
- Strong organizational and time-management skills.
- AAT qualification (or working towards) is desirable but not essential.

## **Job Benefits**

### **What We Offer:**

- A supportive and friendly working environment.
- Opportunities for professional development and career progression.
- Competitive salary and benefits package.
- Pension scheme.
- On-site parking and other employee benefits.

If you are an enthusiastic individual with a strong work ethic and a passion for finance, we encourage you to apply for this exciting opportunity as an **Accounts Assistant (Purchase Ledger/Payroll)** in Wolverhampton.

## **Contacts**

To find out more reach out to our recruitment team today.