

Purchase Ledger Clerk

Description

Job Title: Purchase Ledger Clerk
Location: Wokingham, UK (Hybrid options available)
Industry: International Events & Exhibitions
Job Type: Full-Time, Permanent
Salary: Competitive, dependent on experience

About Us

We are a dynamic international events company, delivering world-class exhibitions, conferences, and live experiences across the globe. With a reputation for excellence and innovation, we work with leading brands and partners to bring unforgettable events to life. As we continue to grow, we're looking for a dedicated and detail-oriented **Purchase Ledger Clerk** to join our busy finance team in Wokingham.

Responsibilities

The Role

As a Purchase Ledger Clerk, you'll play a crucial role in ensuring accurate and timely processing of supplier invoices, maintaining up-to-date ledgers, and supporting the broader finance function. You'll be joining a fast-paced and collaborative team that underpins the operational success of our global events.

Key Responsibilities

- Process supplier invoices, ensuring accuracy and correct coding
- Match, batch and code invoices against purchase orders and delivery notes
- Reconcile supplier statements and resolve any discrepancies
- Prepare and process weekly and monthly payment runs
- Maintain the purchase ledger, ensuring all transactions are recorded and up-to-date
- Liaise with internal departments and international suppliers to resolve invoice queries
- Assist with month-end procedures including accruals and reporting
- Support ad-hoc finance projects and audits as required

Qualifications

Hiring organization
Accountancy Capital

Employment Type
Full-time

Beginning of employment
1st May 2025

Duration of employment
Perm

Industry
Hospitality

Job Location
Wokingham

Working Hours
9-5

Base Salary
£ 31,000 - £ 33,000

Date posted
March 26, 2025

Valid through
30.04.2025

Requirements

- Previous experience in a similar purchase ledger or accounts payable role
- Strong attention to detail and high level of accuracy
- Proficient in Microsoft Excel and accounting software (experience with Sage, Xero, or NetSuite desirable)
- Excellent communication and organisational skills
- Ability to work independently and manage deadlines in a fast-paced environment
- A team player with a proactive and positive approach

Job Benefits

What We Offer

- A collaborative and supportive working environment
- Opportunities for professional development and career progression
- Hybrid working options (office-based in Wokingham with some flexibility)
- Company pension scheme and other benefits
- The chance to be part of exciting international projects and event

Contacts

Accountancy Capital are [a leading Purchase Ledger Clerk Recruitment Service.](#)