

Job Role:	Purchase Ledger Clerk
Reporting To:	Assistant Management Accountant
Job Type:	Full Time
Location:	London, W1

About TIG

We believe specialist UK firms deserve the same level of service they would give their own clients.

We know that clients want expertise, a service they can rely on and intimate support from a named individual who knows their business.

Our relentless commitment to finding the best solution, our sense of pride in helping our clients achieve their goals and our thirst for understanding how technology improves business are what make us successful.

With us it's Personal

Main Responsibilities:

- Maintaining purchase ledger mailbox
- Inputting purchase invoices through Sage 300 either manually or against a purchase order
- Ensuring invoice approvals are received and invoices posted in a timely manner
- Ensuring clear narrative postings
- Ensuring postings are to correct general ledger code and project codes where applicable
- Checking and importing staff expenses onto Sage 300
- Reconciling company credit cards
- Filing invoices and credit card receipts through the paperless system
- Ensuring no debit balances
- Ensuring all payments are allocated to invoices correctly
- Reconciling statements
- Dealing with supplier queries

Other:

- Adhoc reports and analysis

- Assisting the team as and when required
- Successful candidate must be a team player / enthusiastic / willing to learn

Person Spec:

- Hands on approach
- Team player – work closely with colleagues within department and across other functions
- Able to work in a fast paced environment
- Ability to take responsibility for own workload, meet deadlines and self-manage
- Self-motivated with excellent attention to detail
- Ability to work to tight deadlines
- Friendly and adaptable