



## Purchase Ledger Clerk at our Oldham Site.

Oldham Engineering Limited is an established medium to heavy engineering business with a long history and exciting plans for business growth.

We are looking to strengthen our team and appoint an experienced and motivated Purchase Ledger Clerk.

The Purchase Ledger Clerk will be based at our manufacturing plant in Oldham. The role will include processing purchase invoices for multiple companies, performing invoice matching, coding of invoices, managing expenses, as well manning our reception desk.

### **Role and responsibilities of the Purchase Ledger Clerk:**

- Processing high volumes of purchase invoices for multiple companies
- Matching purchase invoices with purchase orders and delivery notes
- Coding invoices to the correct nominal ledger codes
- Managing expenses and ensuring they are properly recorded and paid on time
- Handling supplier queries and resolving discrepancies
- Ensuring all invoices are authorised in line with company procedures
- Maintaining accurate and up-to-date records of all transactions
- Supporting the wider finance team as required requirements:
- Previous experience in a similar purchase ledger role
- Knowledge of purchase ledger processes and procedures
- Strong attention to detail and accuracy
- Good organisational and time-management skills
- Excellent communication and interpersonal skills
- Ability to work under pressure and to tight deadlines
- Proficiency in Microsoft Excel and accounting software (Sage 50 Accounts)
- AAT qualification or similar is desirable but not essential

Please see our Web Site for more information on the business [www.Oldham-eng.com](http://www.Oldham-eng.com) or to apply, please send your CV to [vacancies@oldham-eng.com](mailto:vacancies@oldham-eng.com)

As a Company we have a strong Manufacturing capability and History, with over 160 years Manufacturing from the Oldham Site. *The company has existing strong ties within our Sectors, supported by a strong Blue-Chip Client Base, and we look forward to developing our Team further.*

An excellent package is on offer.