



JOB DESCRIPTION - PURCHASE LEDGER CLERK

Job title: Purchase Ledger Clerk

Department: Finance

Location: Dover

Hours: Monday - Friday (9.00am - 5.30pm
and to meet business needs)

Main purpose of job: To maintain the purchase ledger, ensuring supplier accounts are accurate, well maintained and reconciled in a timely manner. To assist in the operation of the sales ledger and other finance department tasks, where time permits.

Responsible to (manager/post): Management Accountant

Responsible for (staff/jobs): N/A

Key job responsibilities

- Data entry to freight management system (high volume)
- Maintain the purchase ledger
- Supplier invoice processing and allocation on Sage
- Ensure supplier payment runs are processed in a timely manner
- Assist customers and suppliers with queries
- Resolve invoice queries with suppliers and the operations department
- Filing and archiving
- Assist with sales ledger:
 - Raise invoices and credit notes and send to customers with proof of deliveries
 - Generate and send out monthly customer statements
 - Other ad hoc duties which relate to finance department activities

Competencies required to do the job

 IT SKILLS	 ORGANISATION	 CUSTOMER SERVICE	 SELF-MOTIVATION
<ul style="list-style-type: none">• Outlook/email 4• Word 3• Excel 3	<ul style="list-style-type: none">• Task prioritisation 4• Systematic approach 5• High volume experience 5	<ul style="list-style-type: none">• Customer focus 4• Excellent telephone manner 5	<ul style="list-style-type: none">• Focused & self-motivated 5• Task completion/tenacity 4

Any technical job-related skills

- Sage 200
- Maintain accuracy whilst processing high volumes of invoices

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Thank you for considering Priority Freight as an employer and we look forward to hearing from you.

About Priority Freight

Priority Freight is an award-winning leading provider of time-critical logistics solutions, where speed and flexibility come as standard. As a strategic partner for clients, the company's mission is to provide expedited logistics solutions on behalf of major global manufacturers and their suppliers - often in emergency and crisis scenarios. Priority Freight's logistics staff truly are experts in their field; tailoring to the needs of each client. Their reaction time to customer orders is among the quickest in the industry, in under 15 minutes.

With teams operating from several strategically-located offices across Europe; these logistics specialists are constantly under pressure. Utilising a global network of strategically located partner companies, they plan routes and co-load shipments to provide the most rapid, cost-efficient and reliable solutions, whilst minimising the company's carbon footprint. The combination of their experience and state-of-the-art technology means 99.6% of Priority Freight deliveries are completed on-time.

Priority Freight's logistics teams provide this operational support to its clients regularly, with the ability to organise anything, anywhere – in the most extreme conditions. It is their dedication to beating deadlines and exceeding expectations that has made the company the expedited logistics provider of choice.