

# Purchase Ledger Clerk

**We're a great business with great people – be part of it!**

A vacancy exists for the position of Purchase Ledger Clerk on a permanent placement, within United Rental Group Limited, situated at our Chesterfield Head Office. There will be a period of working from home after initial training.

## **ABOUT US**

United Rental Group is a vibrant and busy business that employs energetic, happy and motivated people. You will be working alongside some great colleagues who love what they do.

United Rental Group owns and manages United Rental System, which is a Licensee network of more than 600 independent vehicle hire companies, operating from over 700 rental locations throughout the UK.

You will be joining the Finance Department which consists of a team of 7. The role involves working in a busy and fast paced environment with other team members on the following:

## **TASKS**

- Process invoices, reconciling invoices received and ensuring correct coding
- Obtaining invoice and payment authorisation
- Investigating purchase ledger queries
- Liaising with suppliers
- Set up new supplier accounts and maintain existing account details
- Monthly reconciliation of supplier statements to purchase ledger records and resolving any differences
- Ad hoc duties assisting the wider finance function

## **SKILLS**

- Experience working within a high-volume processing position
- Unwavering self-discipline, accuracy, and attention to detail
- Strong organisational skills, including the ability to work to tight deadlines
- Excellent written and verbal communication skills
- Remains calm & professional whilst working under pressure
- Flexible & positive with a "can do" attitude

This role is full time and involves working a 40-hour week, Monday to Friday, between the hours of 8.00am and 17.00pm with a 1-hour lunch break. Flexibility on this may be required periodically.

**Salary: Depending on experience**



**UNITED/vacancies**

Please send a written expression of interest to **Kerry Apps** along with your CV and current salary details at **Kerry.Apps@URG.co.uk**

Your covering letter should be no more than ½ of an A4 sheet of paper and your CV no more than 2 x A4. Please state your reasons for applying and your suitability to the role described above.

**Closing Date: Applications to be received by Thursday 24<sup>th</sup> December 2020**

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