

Require a 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.

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 570 independent vehicle hire companies, operating from over 700 rental locations throughout the UK. Excitingly United Rental Group also operate from Florida, Nevada and California.

You will be joining the Finance Department which consists of a team of 6, reporting to the Financial Controller. The role involves working in a busy and fast paced environment with other team members on the following:

TASKS

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

SKILLS

- Experience in a similar purchase ledger role or experience of the process of inputting and processing invoices
- Impeccable accuracy and attention to detail
- Excellent written and verbal communication skills, including a pleasant and friendly telephone manner
- Self-discipline
- Ability to work as part of a team and to use own initiative
- Strong organisational skills, including the ability to work within tight monthly deadlines
- Can remain calm and professional under pressure

This role is full time and involves working a 40-hour week, Monday to Friday, between the hours of 8.00am and 17.30pm with a 1 hour lunch break. Flexibility on this may be required periodically.

Salary: (depending on skills & experience)

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 Friday 14th March 2020

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