

## PORTSMOUTH GUILDHALL

**TITLE:** Purchase Ledger Clerk

**DEPARTMENT:** Finance

**HOURS:** 12 hours per week

**PAY:** £10.00 per hour

**START DATE:** As soon as possible

### KEY RESPONSIBILITIES

Duties of a Purchase Ledger Clerk can include any or all of the following:

- Matching, checking and coding invoices
- Making payments via BACS and cheques
- Processing staff expenses
- Setting up of new supplier accounts and maintaining existing account details
- Reconciliation of supplier statements
- Filing invoices
- Data entry
- Being first point of contact for all relevant enquiries
- Maintaining strong relationships with customers and suppliers

### THE IDEAL CANDIDATE

- Excellent communication skills
- Solid team working skills
- Self-disciplined and efficient, with a flexible and proactive nature
- Experienced in Excel and Microsoft office packages
- Knowledge of software packages such as SAGE and BACS
- Demonstrable experience of bookkeeping

Please provide a CV and covering letter to  
[michelle.masterton@portsmouthguildhall.org.uk](mailto:michelle.masterton@portsmouthguildhall.org.uk)