

PURCHASE LEDGER ASSISTANT

We are a small friendly finance team based at the Greenwood Academy Trust head office in Colwick. Our 37 academies are located across the East Midlands serving some of the most disadvantaged communities. As a 3-19 Trust, our Education Directorate consists of colleagues with primary, secondary and special provision expertise who work collaboratively to support academies in delivering an outstanding education for our young people

We are currently looking for a full time experienced Finance Assistant to work with the Purchase Ledger team.

The role will involve:

Processing of both PO and no PO purchase invoices

Goods receipting

Reconciling supplier statements

Processing staff expenses

Resolve invoice queries via email and phone

What will you receive:

Competitive Salary

27 days holiday p.a + bank holidays

Generous pension scheme

Perkbox 24/7 access – Discounts off lots of high street stores, restaurants and supermarkets

Plus Wellbeing tools to look after your physical and mental health

Required:

At least 2 years experience of working within a purchase ledger department with preferable experience of purchase orders and goods received notes.