



# OPPORTUNITIES

## Purchase Ledger Assistant

Are you ready to rev up your career and join the fast lane at Demon Tweeks? We're looking for a Purchase Ledger Assistant to join our Accounts team here at DT.

### **A bit about you:**

The ideal candidate will be an experienced Purchase Ledger Administrator with excellent attention to detail and have the ability to work independently as well as collaboratively in a team environment. You must enjoy problem solving and be comfortable working to deadlines with the ability to prioritise your own workload accordingly. You will be able to effectively communicate with work colleagues at all levels.

### **A bit about your role:**

- Handling incoming supplier invoices, matching to goods received or alternative authorisations, applying nominal ledger codes and posting to the supplier ledger.
- Acting promptly to resolve discrepancies and queries – either in-house or with external suppliers.
- Reconciliation of supplier statements.
- Monitoring debit notes raised on suppliers and chasing supplier credit notes.
- General liaison and support to the wider finance and admin teams as required.
- Exposure to other accounting duties.

### **To be the perfect fit for this role, you'll have:**

- Experience of accounts payable processes and best practices.
- Computer literate with good knowledge of Excel.
- Excellent attention to detail and analytical skills.
- Ability to work well under pressure to meet strict deadlines.
- Effective communication skills.

### **In return, you'll enjoy:**

- *A competitive salary, reflective of your skills and experience*
- *Access to a Standard Life pension, cycle to work scheme, and mental and financial wellbeing support*
- *Opportunities to attend our on-site Cars & Coffee events amongst others*
- *A state-of-the-art office environment with free onsite parking*
- *Great discounts across Demon Tweeks and Tweeks Cycles*
- *28 days of paid holidays (increasing to 33 with length of service), including bank holidays*
- *Staff events throughout the year*
- *Long service awards*

Don't miss this opportunity to join #TeamDT | Submit your CV today!

Job Types: Full-time, Permanent

### **Benefits:**

- Canteen
- Casual dress
- Company pension
- Cycle to work scheme
- Employee discount
- Free parking
- Health & wellbeing programme
- On-site parking
- Referral programme



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Schedule:

- Day shift
- Monday to Friday
- No weekends

Ability to commute/relocate:

- Wrexham: reliably commute or plan to relocate before starting work (required)

Don't miss this opportunity to join **#TeamDT** | Submit your CV and a cover letter, including your current salary details to **AmyP@demon-tweeks.com** today!