

# Focus

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## Purchase Ledger Clerk

### Description

**We're looking for a Purchase Ledger Clerk:**

**Salary: up to £26,000 per annum**

**Work Pattern: Monday to Friday, 08.45-17.00 (40 hours) – early finish Fridays!**

**Location: St Albans – free onsite parking and hybrid post 6 months probation – possibly negotiable**

We are looking for a Purchase Ledger Clerk (Accounts Payable Clerk) to join the Purchase Ledger team. You will be accountable for accounts payable; matching and coding invoices, preparing, and running BACS payments, reconciling supplier statements, and other daily duties required of the Purchase Ledger team.

### Responsibilities

#### Purchase Ledger Clerk Duties:

- Check, code, process, scan and distribute supplier invoices.
- Deal with any queries relating to invoices.
- Reconcile duty invoices.
- Reconcile supplier statements.
- Prepare weekly payment runs.
- Prepare and make payments using Barclays.net.
- Interact with suppliers/bank using phone/email.
- Allocate currency invoices to forward contracts.
- Assist with Month End duties (accruals)

### Qualifications

#### Essential

- Experience of using Excel daily including auto sum etc.
- Excellent attention to detail
- Strong communication skills.
- Confidence to challenge and escalate when necessary.
- Analytical and numerical

### Job Benefits

- *Hybrid working options*
- *Early finish Fridays*
- *Team building events and epic Christmas parties – we're a social bunch!*
- *Up to 30 days holiday (FTE) plus bank/public holidays*
- *Access to learning & development through our parent Company, JD Sports Group*
- *Employee sportswear/ brand discounts*
- *Access to wellbeing support through healthcare cash plan & employee assistance programme*
- *Continental breakfast*
- *Range of lifestyle/ motoring benefits through our salary extras platform*

### Hiring organization

Focus

### Employment Type

Full-time

### Beginning of employment

ASAP

### Duration of employment

Permanent – Hybrid

### Industry

Finance

### Job Location

109 Ashley Road, AL1 5UB, St Albans , Hertfordshire

### Working Hours

Monday – Thursday 08.45am – 17.00pm – Friday 8.45am – 16.00pm

### Base Salary

£ 22,000 - £ 26,000

### Date posted

May 18, 2023

- *Access to an internal network of mental health first aiders*
- *Employee referral scheme*
- *Long service award (every 5 years)*

## **Contacts**

Part of the JD Sports group, Focus Brands are the leader in design, sourcing, distribution, and promotion; specialising in apparel, footwear, and accessories and nurturing a range of high-profile brands such as Ellesse, Nautica, Yogi, and Peter Werth, in both the UK and international markets.

Established 25 years ago, we've grown fast, and we have big ambitions. To ensure each employee plays a part in our success, we've developed a core set of values – Create it, Own it, Deliver it, Enjoy it (acronym CODE). These values touch everything we do, motivating and inspiring our people to become better every day.