

<https://www.accountancycapital.co.uk/job/purchase-ledger-clerk/>

## Purchase Ledger Clerk

### Description

**Job Title:** Purchase Ledger Clerk  
**Location:** Wokingham, UK (Hybrid options available)  
**Industry:** International Events & Exhibitions  
**Job Type:** Full-Time, Permanent  
**Salary:** Competitive, dependent on experience

### About Us

We are a dynamic international events company, delivering world-class exhibitions, conferences, and live experiences across the globe. With a reputation for excellence and innovation, we work with leading brands and partners to bring unforgettable events to life. As we continue to grow, we're looking for a dedicated and detail-oriented **Purchase Ledger Clerk** to join our busy finance team in Wokingham.

### Responsibilities

#### The Role

As a Purchase Ledger Clerk, you'll play a crucial role in ensuring accurate and timely processing of supplier invoices, maintaining up-to-date ledgers, and supporting the broader finance function. You'll be joining a fast-paced and collaborative team that underpins the operational success of our global events.

### Key Responsibilities

- Process supplier invoices, ensuring accuracy and correct coding
- Match, batch and code invoices against purchase orders and delivery notes
- Reconcile supplier statements and resolve any discrepancies
- Prepare and process weekly and monthly payment runs
- Maintain the purchase ledger, ensuring all transactions are recorded and up-to-date
- Liaise with internal departments and international suppliers to resolve invoice queries
- Assist with month-end procedures including accruals and reporting
- Support ad-hoc finance projects and audits as required

### Qualifications

**Hiring organization**  
Accountancy Capital

**Employment Type**  
Full-time

**Beginning of employment**  
1st May 2025

**Duration of employment**  
Perm

**Industry**  
Hospitality

**Job Location**  
Wokingham

**Working Hours**  
9-5

**Base Salary**  
£ 31,000 - £ 33,000

**Date posted**  
March 26, 2025

**Valid through**  
30.04.2025

## Requirements

- Previous experience in a similar purchase ledger or accounts payable role
- Strong attention to detail and high level of accuracy
- Proficient in Microsoft Excel and accounting software (experience with Sage, Xero, or NetSuite desirable)
- Excellent communication and organisational skills
- Ability to work independently and manage deadlines in a fast-paced environment
- A team player with a proactive and positive approach

## Job Benefits

### What We Offer

- A collaborative and supportive working environment
- Opportunities for professional development and career progression
- Hybrid working options (office-based in Wokingham with some flexibility)
- Company pension scheme and other benefits
- The chance to be part of exciting international projects and event

## Contacts

Accountancy Capital are [a leading Purchase Ledger Clerk Recruitment Service.](#)