



Purchase Ledger Clerk

Job Description

Interfood is a specialist sole distributor in the UK and Ireland to many of the world's leading manufacturers of food processing equipment and ingredients.

We have an opening for a Purchase Ledger Clerk to join our busy and growing team. Based at our new Haddenham Head Office you will take responsibility for processing all company purchase invoices & credits into our Microsoft Dynamics Navision accounting system, verifying and processing staff expenses & mileage and providing support as necessary to other team members and the Finance function.

Good Microsoft Office skills are essential and prior exposure to Microsoft Dynamics NAV would be beneficial however is not essential as full training will be given. Candidates should possess excellent time & workload management skills, be focused, communicate effectively, be organised and have enthusiasm for their work and life in general.

Responsibilities include (but are not limited to):

- To accurately record and efficiently process supplier invoices and credits in a timely manner.
- Maintaining filing structures.
- Raise and investigate purchase queries and liaise with suppliers to ensure their resolve.
- Complete periodic & month end statement reconciliations for major & minor suppliers.
- Progress outstanding supplier returns to ensure timely credit is received and redistributed.
- Accurately & efficiently processes expenses claims. Check and verify vouched receipts for business expenses.
- Administer Company Credit Cards, distribute monthly card statements and generate periodic expense reports.
- Correctly process business and private mileage submissions, including private mileage reimbursements and deductions.
- Progress outstanding or overdue expenses and mileage submissions.
- Assist employees with supplier related invoice or credit queries.
- Maintain good working relationships with supplier contacts, Interfood Engineers, Interfood Product & Sales Managers and other internal staff.
- Liaise with internal departments on matters relating to supplier invoices/credits and queries.
- Support team members when required and undertake any other tasks that may arise.
- Weekly & Monthly Payables Suggestion
- Rebilling of corporate travel expenses to customers & suppliers.