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MANUFACTURERS OF THE WORLDS LARGEST RANGE OF DISC BRAKES FOR ANY VEHICLE

Job Description – Purchase Ledger Clerk

We are looking for an experienced Purchase Ledger Clerk to join our Accounts Department on a part time, permanent basis at our site in Pineham, Northampton.

PRIMARY RESPONSIBILITIES

- Posting invoices to match booking in receipts for stock;
- There is an element of non-stock PL invoice posting;
- All invoices need Nominal Ledger coding before posting;
- Getting statements from suppliers;
- Reconciling statements to our ledger and chasing for any missing invoices;
- Creating payment runs for Purchase Ledger.

KNOWLEDGE AND SKILLS

- Purchase ledger experience;
- Experience of SAGE200 desirable but not essential;
- Ability to work to deadlines;
- Methodical with excellent attention to detail.

WORKING CONDITIONS

- Part time 29 hours per week, Monday to Thursday 09:00-15:00 and Friday 09:00-13:00 (*Alternative start/finish times may be considered, but the successful candidate must be able to work five days per week*);
- Starting at £13.50 per hour (£20,358 per annum);
- Start date ASAP.

BENEFITS

- Free on-site parking;
- Uniform provided;
- Employee discount on EBC products;
- Cycle to Work Scheme (salary sacrifice) available after probation;
- 28 days holiday (including bank holidays), increasing with the long service award scheme;
- Death in Service benefit scheme;
- Employee contributable health plan scheme.