



KMG SYSTEMS LIMITED

Station Road, Gamlingay, Sandy, Beds SG19 3HE England

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Purchase Ledger & Dispatch Paperwork Processing Clerk

The main duties of the Purchase Ledger & Dispatch Paperwork Processing Clerk include matching and coding invoices, preparing and running BACS payments, reconciling supplier statements, creation of dispatch/shipping paperwork via DHL & DX. The role of a Purchase Ledger & Dispatch Paperwork Processing Clerk is to provide a professional and efficient service to the finance function, monitoring how much is owed at all times and providing accurate financial information to the Finance Director as needed and creation of shipping paperwork to be handed over to stores.

Key responsibilities:

- Duties of a Purchase Ledger Clerk can include any or all of the following:
- Matching, checking and coding invoices
- Working out VAT payments
- Making payments via BACS
- Processing staff expenses
- Setting up of new supplier accounts and maintaining existing account details
- Reconciliation of supplier statements
- Filing invoices
- Data entry
- Being first point of contact for all relevant enquiries
- Maintaining strong relationships with customers and suppliers
- Reviewing systems and processes and making improvements where necessary
- Creating dispatch paperwork, commercial invoice, dispatch notes for UK/Overseas deliveries
- Entering shipments for dispatch onto DHL & DX web interface

The Ideal Candidate:

- Excellent communication skills
- Solid team working skills
- Self-disciplined and efficient, with a flexible and proactive nature
- **Experience of using Microsoft Office is essential, as are good telephone skills.**
- Knowledge of software packages such as Excel and BACS
- Ability to work to deadlines

An attractive salary will be paid according to skills and experience.

Hours: Monday to Friday 9am-5pm.

Applicants should send their CV with a covering letter to:

recruitment@kmgsystems.com or

Mrs Gill Saunders, KMG Systems Limited, Station Road, Gamlingay, Sandy, Bedfordshire, SG19 3HE

Tel: 01767 650760

Directors:

K L Maddocks MSc
J K Maddocks MA Oxon
H L Weatherley

Company Registration No:

1357835 (England)

Registered Office:

Station Road, Gamlingay
Sandy, Beds, SG19 HE