

Job Opportunity

Heritage
automotive

Job Title	Purchase Ledger Clerk/Cashier
Location	Heritage Automotive Ltd - Bristol
Reporting to	Simon Fletcher – Retailer Accountant
Job Purpose	To manage the Purchase Ledger to ensure timely and accurate information is generated within the accounts department
Main Duties	<ul style="list-style-type: none">• Administer the Purchase ledger• Liaise with suppliers• Create monthly payment schedule• Consolidation and reconciliation of departmental banking• Input and allocation of banking onto DMS• Support managers with all queries• Provide support within the department as required
Essential requirements	High degree of organisational skills Ability to work to deadlines Ability to prioritise Computer skills, including experience of operating word processing and database packages, spreadsheets, email and internet Numeratorate Team player
Desirable requirements	Previous purchase ledger experience
Closing date for applications	26 th August 2010
If you are interested in this position please contact Mike Dowling Group HR Manager 07796177023 or email your CV to mike.dowling@heritageautomotive.co.uk quoting HAWebsite.	

Heritage Automotive is an equal opportunities employer