

<b>Position:</b>	Purchase Ledger Assistant
<b>Location:</b>	Golborne
<b>Position Type:</b>	Permanent, hours negotiable circa 16-20 hours per week
<b>Salary:</b>	£12.15 per hour
<b>Other:</b>	Position subject to a standard 3 month probationary period

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**Company Overview:** WBS are a market leader of the technical development and supplier of external wall insulation systems and external wall decorative coatings.

We have been in business for over 20 years and due to continued growth, we require a Purchase Ledger Assistant at our busy HQ depot.

**Summary of the Role:** The successful candidate will aid in entering purchase invoices onto the access system and other general purchase ledger duties.

- We don't work Bank holidays and usually have a 45-minute early finish on the day prior to the bank holiday.
- We use 5 days of your holiday entitlement and shut down for the Christmas period entirely giving you time to enjoy with your family.

#### **Main Job Description:**

- To enter Purchase invoices onto Access Supply Chain (ACS).
- Check delivery notes against invoices and ensure prices are correct.
- Speak to suppliers to resolve invoice queries.
- Check Statements to the purchase ledger.
- Ensure accuracy of record keeping including scanning and filing.
- Assist with other areas of finance as required from time to time.

#### **Person Specification:**

Essential:-

- Must have confident telephone manner, and be able to deal with people at all levels.
- Must be computer literate to a reasonable level – Basic Microsoft Word, Excel and Outlook.
- Must have excellent communication and interpersonal skills.
- Must have a good attention to detail.

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To apply for this position please forward the completed application form and appendices. If you have a CV you may include this as well and send to:

Sam Arnold  
Wetherby Building Systems Ltd  
1 Kid Glove Road  
Golborne Enterprise Park  
Golborne  
WA3 3GS                      or e-mail to: [info@wbs-ltd.co.uk](mailto:info@wbs-ltd.co.uk)