

## **VACANCY DETAILS**

**JOB TITLE: PURCHASE LEDGER ADMINISTRATOR**

**LOCATION: HEAD OFFICE - HORSFORTH - LEEDS**

### **Key Responsibilities Include:**

- General administrative duties to support the department i.e. Opening of post, filing etc.
- Taking telephone calls both internal and external, dealing confidently and effectively with any supplier queries and return of parts.
- To accurately batch process invoices on to the accounting system making sure the relevant authoriser approves the invoices or, working with the in house order system match invoices to order numbers.
- To process Advance Replacement invoices on to the accounting system accurately, making sure the relevant Analysis Code information is input and no invoices are processed for payment without a correct credit note or order information.
- To chase return dates from regional depots when needed, produce proof of deliveries from Gamestec courier companies to gain credit notes from suppliers.
- Small supplier statements reconciliations.

### **You will have the following experience and skills:**

Previous experience of working within a purchase ledger function.  
Experience gained in using computerised accounting systems (purchase ledger).  
Good standard of spreadsheet skills: Excel. MS Word  
Problem solving skills  
Excellent and confident telephone manner  
Thorough approach with attention to detail whilst still maintaining speed

### **Personal attributes required:**

Trustworthy and reliable  
Able to work effectively on own initiative as well as a member of a team  
Able to work effectively under pressure  
Flexible approach to work  
Adopts a logical and commonsense approach to issues

### **Other information / requirements:**

Able to work additional hours as may be necessary from time to time, particularly during monthly workload peaks.

**Qualifications:** Maths GCSE Grade C or above (or equivalent) is preferred.

**Application closing date: noon, Wednesday 27 August 2008.**

To apply for this position please send your up-to-date CV and covering letter, confirming why you believe you are a suitable candidate for this role to: Corinne Quin, HR Manager, Gamestec Leisure Limited, Low Lane, Horsforth, Leeds, LS18 4ER. Alternatively, you can e-mail your application to: [recruitment@gamestec.co.uk](mailto:recruitment@gamestec.co.uk) - please ensure that you add the job title to the subject header of your e-mail.

These vacancies are open to internal and external candidates. Only applicants who have a legal right to work within the UK will be considered.