



## Dean & Wood Ltd Vacancy

# Purchase Ledger Assistant

Morley, Leeds

Beijer Ref UK & Ireland group of companies is the largest refrigeration and air conditioning wholesaler in the UK. There are five trading companies within the group; Dean & Wood Ltd, HRP Ltd, RW Refrigeration Wholesale Ltd, DWG Refrigeration Wholesale Ltd (Ireland) and 3Dplus Ltd. The core competence of the group is to effectively and efficiently distribute products from centralised stock held in the UK.

Due to ongoing development, we are recruiting for a Purchase Ledger Assistant at our branch in Morley, Leeds.

As Purchase Ledger Assistant you will help maintain prompt supplier payment through the accurate and efficient control of incoming invoices.

As Purchase Ledger Assistant your duties will be to:

- Process GFR invoices dealing with all related queries (e.g. shortages, PODs, etc.)
- Process overhead invoices, coding and obtaining authorisation from branches
- Accurate filing of hard copy invoices
- Resolution of supplier payment queries in a timely manner
- Carry out supplier statement reconciliations on a monthly basis
- Provide assistance to the Accountant in monthly payment runs
- Provide assistance to the Accountant in month and year end processes
- Assist the statutory audit process
- Support the department where necessary with general administrative duties

An ideal Purchase ledger Assistant will hold the following skills and experiences:

- Experience:
  - o Previous experience of working in a similar role is essential.
- Technical skills:
  - o Good knowledge of Microsoft systems including Excel, Word and Outlook.
  - o Good knowledge of SAP or similar accounting systems.
- Personal Skills.
  - o Good communication skills.
  - o Ability to organise and prioritise own workload.
  - o Attention to detail.
  - o Team orientated.

Please apply, attaching your current CV and salary expectations to:

recruitment@beijerref.co.uk  
Tel. 01372 389221



dean&wood  
the face of refrigeration  
& air conditioning

[www.dean-wood.co.uk](http://www.dean-wood.co.uk)

