

Purchase Ledger/Accounts Clerk

Hours: Full Time – 40 hours per week

Contract: Permanent

Location: Windmill Hill Business Park, Swindon

Salary: up to £18,000

Start date: TBC

Purpose of / Responsibilities of the role

Purchase Ledger and Accounts Clerk for varied and dynamic business

The company

Gensmile is a venture capital-backed company building a new dental group. The company is actively looking to grow through additional acquisitions and through organic development of the 18 dental sites it owns already, making this an exciting time to join the business.

The company has experienced rapid growth over the previous 4 years. We would expect this growth to continue, therefore require employees who can contribute to this growth and develop their skills over time.

We are a dynamic company and believe work should be an enjoyable place to be. The role is for 40 hours per week and we offer flexible working hours, with the core hours being between 9.30am and 4.30pm.

Have a look at our website (www.gensmile.co.uk) for more information about us and what we do.

The post

Based in our head office and reporting to the Accounts Administrator, you will be a key member in the smooth running of the finance function. Due to the processes in place, an ability to competently and quickly use excel, coupled with an attention to detail, is more important for the role than previous purchase ledger experience. As such this is a great role for an individual looking to gain experience within a finance department. We have a proven history of developing employees from this level and allocating additional tasks and roles with the finance department as knowledge and experience grow.

The core duties for the post are:

- Working on excel and within Sage to maintain purchase ledger, including;
 - Invoice processing
 - Supplier statement reconciliation
 - Maintaining standing data
 - Allocation of bank payments
- Liaising with suppliers of the business
- Liaising with Practice Managers as appropriate on financial/administrative matters
- Supporting the smooth integration of new practices into the business
- Answering the telephone, responding to enquiries and re-directing as necessary
- Filing
- Other ad-hoc duties as required

Remuneration/Benefits

- Salary up to £18,000
- Pension scheme with NEST, employer contributions at 3% from April 2019.
- Free on-site Parking
- Perkbox – employee benefits package
- 28 days annual leave (including bank holidays)
- An additional day off for your birthday each year
- Flexible working hours

Skills/Experience

Good MS Office skills, (in particular Microsoft Excel).

Relevant finance experience beneficial.

There are no minimum academic requirement however degrees, A-levels, GCSE's and Vocational Training will all be taken into account when selecting candidates for interview.

Applications

Please include CV and cover letter stating why you are interested in and suited to the role for the attention of Sarah King. sarah.king@gensmile.co.uk

Strictly no agencies. Any calls or applications from agencies will not be reviewed.