



Purchase Ledger Assistant - Northampton

Company Overview:

We are a nationwide company with nearly 50 years experience specialising in the service and repair of tail lifts and shutters for commercial and passenger vehicles. With recent expansions into the maintenance of mobile generators and ancillary equipment on welfare vehicles, we are a growing business looking for talented and resourceful people to join our team.

Role Overview:

We are looking for a detail-oriented and proactive Purchase Ledger Assistant to join our finance team. This is a key role within the organisation, responsible for ensuring the accurate and efficient management of our accounts payable function.

As Purchase Ledger Assistant, you will play a vital part in maintaining strong financial control by processing supplier invoices and payments in line with agreed terms, keeping accurate financial records, and building positive relationships with suppliers through timely and professional communication. Your work will directly support effective cash flow management and the smooth running of the finance department.

Working closely with both internal teams and external suppliers, you will assist with reconciliations, resolve invoice queries, support month-end and audit processes, and help drive continuous improvements across purchase ledger procedures. If you are highly organised, thrive in a fast-paced environment, and take pride in accuracy and efficiency, we would love to hear from you.

Key Responsibilities:

- Processing a high volume of supplier invoices and credit notes accurately and in a timely manner
- Matching invoices to purchase orders and delivery notes, ensuring correct authorisation in line with company procedures
- Posting invoices, payments, and journals to the accounting system
- Reconciling supplier statements and investigating and resolving discrepancies
- Handling supplier queries professionally via phone and email, maintaining positive supplier relationships
- Assisting with month-end processes, including reconciliations, accruals, and reporting

- Ensuring compliance with internal controls, financial policies, and audit requirement
- Providing cover and support to other members of the finance team as required

Skills and Experience:

- Previous experience in a purchase ledger or accounts payable role (desirable)
- Good understanding of accounting principles related to accounts payable
- High level of accuracy and attention to detail
- Strong organisational and time management skills
- Ability to manage workload and meet deadlines
- Confident communicator with good interpersonal skills
- Proficient in Microsoft Excel and accounting software

Qualifications

- AAT qualification or working towards AAT (desirable but not essential)
- GCSEs (or equivalent) in Maths and English

Why Choose Us?

- Life Insurance
- Paid sickness scheme (after qualifying period)
- Company pension scheme
- 28 days holiday including bank holidays increasing with length of service
- Ongoing training and professional development
- Access to Perkbox
- Employee assistance program

Salary: from £12.21

Hours: 24

CV's to HR@ratcliffgroup.co.uk
An Equal Opportunities Company