

JOB TITLE:

Purchase Ledger
Assistant

DEPARTMENT

Finance

Finance Testimonials

Q: WHAT DOES YOUR TYPICAL DAY AT WORK LOOK LIKE?

On a typical day of work, would start by checking emails. This way, we can respond to any urgent matters that may have arisen and get everything organised at the start of the day.

The first part of the day consists of the posting of invoices to our finance system that have been matched the previous day, these are normally split between the team so we can get these posted ready for the daily payment run.

Then each person has their own allocated accounts which we work on, on a daily basis by matching the invoice against GRNs for items that have been booked in.

There are other duties to keep you busy like answering supplier queries that arise from payments to items not yet invoiced for.



Q: WHAT IS YOUR FAVOURITE PART OF YOUR JOB ROLE?

The favourite part of my job role is the feel of gratification when the tasks I have on a daily basis have been completed and there are no outstanding queries on accounts

Q: WHAT DO YOU ENJOY THE MOST ABOUT WORKING AT GEAR4MUSIC?

What I enjoy the most about working for Gear4music is the people.

I enjoy the feeling of being part of a team that will help each other out no matter how busy they are as we all strive to provide the best service to our customers and suppliers.

