



MERCEDES-BENZ TRUCK AND VAN (NI)

Do you want to be part of an ambitious, fast moving company, offering excellent working conditions, competitive salary and opportunity for progression? Northern Ireland's only Mercedes-Benz Commercial Vehicle Dealership – Mercedes-Benz Truck & Van (NI) are currently recruiting for the following position:

Purchase Ledger Clerk - Mallusk

We currently have a vacancy within our Accounts team for a full-time Purchase Ledger Clerk. The successful candidate will be responsible for setting up new supplier accounts and maintaining existing account details within the purchase ledger. Ensuring that all purchase ledger documentation is processed to supplier accounts and payments entered accordingly within a timely manner. All invoices are registered and processed by the appropriate system. All credit payments both manual and system generated are entered accordingly within a timely manner. Although this is a purchase ledger position we would prefer the candidate to have a good all-round general knowledge of accounts to provide cover in the department during peak periods.

The successful candidate will possess a good standard of general education including GCSE Maths and English or equivalent at grade C or above and be proficient with all Microsoft Office programmes including excel. Previous working experience of purchase ledger and accounts environment is essential. Previous experience using the Kerridge accounts system would be advantageous. You should also have experience of working as part of a team and have excellent communication skills with internal colleagues and external customers.

In addition to a competitive salary our employees enjoy enhanced benefits which include:-

- 30 days annual leave (includes Statutory days)
- Sick pay and enhanced critical illness sick pay
- Pension Scheme
- Group Profit Share Scheme
- Death in Service benefit
- Salary Sacrifice Car Scheme
- Childcare vouchers
- Uniform
- Onsite Staff Restaurant and Car Parking

If you wish to apply for this position please contact Lynne Savage, HR Department, for an application pack by calling **028 9034 2411** or email lynne.savage@m-btruckandvan.co.uk

Closing date for application forms is Friday 14th September 2018

We strive to be an Equal Opportunities employer