

Job Title: Purchase Ledger Assistant

Salary : £17,000 – 19,000 + Excellent Benefits

About us:

There has never been a more exciting time to become part of the iomart family, is it time for you to join us?

Currently in our 22nd year, the iomart Group continues to go from strength to strength. Within the last 12 months we have reached record numbers in both revenue and headcount, achieving annual revenue of £100 million for the first time since our conception and growing our team to over 400 employees. But we're not finished yet. Over the next five years we have ambitious plans to double the size of our business, increasing our annual revenue to £200 million, and we need the best talent the industry has to offer to help us achieve this.

About the Purchase Ledger Assistant role:

The successful candidate will have the following duties and responsibilities:

- Code and process invoices, passing to senior staff for authorisation & post authorised invoices onto finance software
- Scan, index and file invoices onto finance software
- Maintain various mailboxes responding to supplier emails, reconciling supplier statements, obtaining invoices, credit card transaction reports and receipts
- Document and update supplier details adhering to established anti-fraud processes
- Process expense claims, updating and filing relevant documentation
- Ad hoc reporting analysis

The ideal candidate for the Purchase Ledger Assistant role will have the following knowledge, experience or skills:

- Finance qualification / degree is desirable but not essential
- Previous experience working as part of a finance team in a similar role would be beneficial but training will be given
- Ability to work to strict deadlines.
- Self-disciplined and efficient, with a flexible and proactive nature
- Experience of working with IT software
- Good team work ethic and excellent communication skills

What we can offer you:

- Exposure and access to cutting-edge technology as well as the opportunity to work alongside like-minded technical enthusiasts
- Flexible Benefits scheme allowing you to select the benefits that suit your needs
- Supported training and development to help you progress within your career
- Holiday Trading Scheme – buy or sell part of your annual leave allowance
- Travel Loans - unsecured interest free travel loans to assist employees
- ShareSave/SAYE – buy shares in the company at a discounted rate
- Day off in your Birthday Month
- Long service benefits – additional annual leave and access to private healthcare
- Snacks, drinks and fruit all day every day
- Breakfast on us every day including a hot roll on Fridays
- Lunch on us once a month

A bit more about us:

iomart is one of the leading providers of cloud computing and managed hosting. Headquartered in Glasgow, iomart employs over 400 talented staff in offices and datacentres across the UK. Originally founded in 1998, it is listed on the London Stock Exchange and specialises in delivering cloud consultancy, facilitation and digital transformation to ISVs, SMEs, enterprises and the UK public sector.