



# Accounts Payable Clerk

## Finance

### Creating new things together – Your tasks in our team:

- Ensuring all invoices have authorisation in line with Authority Matrix and match to orders, order detail spreadsheet, and delivery notes, checking prices & quantities
- Coding of invoices – cost centres, general ledger codes and project codes
- Input invoices onto SAP with appropriate detail including foreign currency invoices
- Batch totalling of Invoices, updating control document & checking to SAP then filing
- Preparation of Payment runs in SAP for BACS payment via on-line banking

### Aiming high and strongly connected - the benefits for you:

- 20 days annual leave entitlement plus Bank Holidays
- 5 days annual leave for Christmas shut down
- Company pension contributions 3% employee + 6% contribution
- Private Healthcare cover & Death in service x2 base salary
- Fixed salary and non-contractual Christmas bonus

### WE do not work without YOU – What distinguishes you:

- Minimum 3 years Purchase Ledger
- O Level / GCSE Maths & English
- Accurate with good attention to detail
- Good knowledge of MS office
- Outstanding organisational skills

At PERI, we are committed to creating and maintaining a culture of diversity and inclusion. Our greatest strength at PERI is our people and when recruiting, we welcome the unique contributions that candidates can bring to shape and enhance the future of our business.

Would you like to take on responsibility at an early stage and shape the future of our industry?

Then PERI is the right employer for you. For more than 50 years, we have combined the down-to-earth nature of a family run business with the economic success of a global player.

Every day, a team of more than 9,100 people worldwide create the milestones of construction history together with our customers.

Do you want to explore your opportunities at PERI?

**Apply now and become part of our team!**

