

Purchase Ledger Clerk / Accounts Administrator

April 2025

An opportunity has arisen for a Purchase Ledger Clerk/Accounts Administrator to join our growing finance team at Northern Group Management Limited. Northern Group is a thriving property company, trading in the fastest developing area of Manchester City Centre, Ancoats Urban Village. Providing management services for residential, commercial, and co-working brands.

The role is offered on a part time (15-20 hours per week) permanent basis, with flexible hours available. Hours are to be worked within our core opening hours of 8am to 3pm Monday to Friday.

Key Responsibilities

We are seeking a confident and experienced individual to assist with purchase ledger duties along with admin assistance to support the rest of the team.

Purchase Ledger Clerk / Accounts Administrator

- Posting of supplier invoices
- Dealing with suppliers via telephone & email
- Monitoring the creditors ledger weekly & ensuring these are kept tidy
- Reconciling supplier statements
- Providing supplier remittances
- To produce the month end creditors report for the Finance Manager
- Filing of purchase ledger invoice & year end scanning
- Assisting the accounts team with obtaining supplier invoices purchased on the company credit card
- Filing/scanning and ad hoc office duties where required

Personal Specification

Attributes:

We are looking for a candidate who will demonstrate:

- Ability to work independently & as part of a team
- Organisational skills
- A confident and professional telephone manner
- The ability to prioritise workload and meet deadlines
- Attention to detail and accuracy
- Problem solving

Jactin House, 24 Hood Street,
Ancoats Urban Village,
Manchester, M4 6WX

0161 974 3232
enquiries@northerngroup.co.uk
northerngroup.co.uk

**Requirements:**

Purchase ledger experience (preferred)

Experience using Sage 50 (preferred)

Strong Microsoft Office skills (mainly excel)

Minimum 5 GCSE's (A-C) to include English and Maths

Job Specifications**Working Commitments:**

- Working Hours: Monday to Friday – 15 to 20 hours per week
- Job type: Part-time

Other:

- Hourly pay between £12.21 to £12.71 dependant on experience
- Free on-site parking available
- Pension contribution
- Company social events
- Contributions towards wellness costs e.g gym membership

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