

Longacres Garden Centres **Bagshot**

# Accounts Purchase Ledger

Job Advert



Longacres Garden Centre is family-run and the business has grown to include six stores in the South East of England. From a few employees in 1979 to over 700 employees in 2024, Longacres is a growing company with opportunities for staff to develop and learn. Our diverse team is friendly, supportive and inclusive. We value our loyal customers, high quality products and ability to offer competitive prices.

Working in the Longacres offices you would be responsible for the administration of the purchase ledger for one of our busy departments.

## Responsibilities would include: -

- Processing purchase invoices, so they are ready for payment: matching supplier invoices to orders, check prices and delivery paperwork.
- Liaising with suppliers to claim credits as and when required
- Reconciling accounts to supplier statements to ensure all outstanding balances are paid
- Dealing with staff and supplier enquiries in person, on the phone and via email

## Nice to have:

- Minimum of 2 years' experience
- Good understanding of Excel and Outlook
- Able to work as part of a team and also on your own initiative
- Working with Sage 200
- You are willing to develop and learn

## Benefits

- Free onsite parking
- 15% Staff discount
- Benefit/Reward platform
- Training and development with opportunities to forge a career with us
- Pension plan
- Holiday entitlement of 29 days, including bank holidays

In time we would train the successful candidate to process purchase orders and input product details on to our Epos system to help complete the purchasing cycle.

**Store:** Bagshot

**Department:** Accounts: Purchase Ledger

**Contract:** Full-time

**Includes:** Monday to Friday - will include some occasional weekend & bank holiday work.

**Hours:** 40 hours per week

If you are interested in applying for this position then please email your CV with a covering letter to [recruitmentadvisor@longacres.co.uk](mailto:recruitmentadvisor@longacres.co.uk)