



## PURCHASE LEDGER CLERK

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**ROLE: Permanent, Full Time    SALARY: Depending on Experience**

**LOCATION: Beer, Devon (Hybrid – 60% office, 40% from home)**

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### A bit about PECO

A world-class manufacturer of model railway products, and leading publisher of magazines and books, PECO was established in 1946 and is a forward-thinking family company with a long tradition of innovation. Located in the picturesque village of Beer in East Devon, we produce high specification, technically superior model railway track, plastic kits, and accessories for the model railway hobby at our two manufacturing sites at Beer and Buckfastleigh. We also publish the UK's best-selling model railway magazine, the Railway Modeller. PECO has been proud to develop our manufacturing skills 'in-house' and our market-leading products and publications are distributed to businesses and retailers throughout the UK and across more than 30 countries around the world. As a company we have experienced significant growth over recent years enabling us to expand production, and we now have a team of 160 people. This is an exciting opportunity to join PECO and be part of our amazing journey.

### A bit about the role

An exciting role within a friendly, family owned company where staff are trusted and valued. Reporting into the financial controller, this is a role we are looking to invest in, to grow and to develop. The successful candidate will take ownership of the supplier ledger, from setting up new suppliers on the system all the way through to paying their invoices. Full training will be provided and once up to speed, we are looking for the successful candidate to feel empowered, and to really make the job your own. The ideal candidate will be proactive, organised and keen to contribute to ongoing systems and process improvements. Ultimately developing into an integral and valued member of the PECO family.

### Key Responsibilities:

- Reconciling invoices to purchase orders
- Posting supplier invoices and credit notes and ensuring they are coded correctly on the system
- Preparing and processing supplier payments for approval, ensuring suppliers are paid in full and in line with terms
- Management of the purchase ledger, investigating and resolving outstanding creditor items
- Dealing with external and internal queries
- Processing and paying employee expenses
- Reconciling and processing company credit cards and fuel cards
- Completion of the month end close process
- Assist in ad hoc tasks and special projects as and when required
- Deputising for credit control when required



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## A bit about you

### Essential

- Well organised and methodical
- Self-motivated
- Excellent attention to detail
- Excellent verbal and written communication skills
- Eager to learn and adapt
- Team player
- Demonstrates professional integrity
- Previous experience of working within an accounting environment
- Previous experience in purchase ledger or accounts payable roles
- Microsoft office experience including Outlook, Word and Excel
- Able to deliver to deadlines
- Cool and calm approach with suppliers

### Desirable

- Experience of using Sage accounting software

### What we can offer

PECO is based in one of the most beautiful areas of the UK on the Devon coastline. We offer a competitive salary plus a range of team benefits including a subsidised team canteen offering a range of home-made hot and cold food. Free car parking is available on-site. Other benefits include a contributory pension scheme, a minimum 25+ days holiday plus bank holidays, team member discount in our on-site shops, and a free pass for you and your family to visit our tourist attraction Pecorama.

*To find out more about PECO, please visit our website or to apply please email with your CV and covering letter to [jobs@peco.co](mailto:jobs@peco.co).*



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