



## JOB DESCRIPTION

## PURCHASE LEDGER CLERK

### The Role:

An exciting opportunity has arisen for a full time Purchase Ledger Clerk at Riverdale Healthcare. You will work within our finance team, based in our support office in Stokesley, North Yorkshire.

Riverdale Healthcare is a Private Equity Dental business located in Cambridge & the Northeast. A buy & build business on a significant growth plan targeting high quality ethical dentistry. Our business comprises of 38 dental practices plus 1 laboratory servicing both NHS & Private patients.

### Key Responsibilities:

- Responsible for processing supplier invoices onto our systems in a timely manner.
- Managing our finance folder and inbox.
- Reconcile bank accounts regularly in Xero.
- Liaise with practices/suppliers to solve any problems.
- Reconcile supplier accounts to statements on a monthly basis.
- Managing patient refunds and staff expenses which are dealt within an app called Webex.
- Ensuring Xero is up to date with supplier information to send out remittances.

### Experience, Skills & Qualifications:

- Ability to work to deadlines
- Problem solving skills.
- Excellent communication skills to enable a good relationship with external suppliers.
- Good team player and able to work autonomously.
- Experience of Xero and Dext (or similar software) is desired but not essential.
- Bookkeeping skills desired but not essential.

We offer a competitive salary.

To apply, please submit your CV to [finance@riverdalehealthcare.com](mailto:finance@riverdalehealthcare.com)