



Fullcircle

Job Advert for Full Circle Events & Exhibitions

Role: Purchase Ledger Clerk

Location: Manchester

a Little bit about us

Full Circle Events is a highly experienced exhibition stand contractor with offices across the UK. We are proud to build some of the biggest and best exhibitions throughout the UK and Europe.

With years of experience, we offer full exhibition builds, custom stand solutions, graphics, and exhibitor enhancements. From our bases in London, Yorkshire, Manchester, Scotland, and the Midlands, we work closely with event organisers, venues, and exhibitors to create impactful and memorable events.

What we do

At Full Circle, we live by our core beliefs, which shape our day-to-day operations and relationships:

- **Our Fun Purpose:** We want everyone to enjoy what they do- It's why we do what we do
- **Our Fearless Mission:** Bring out the BEST in us all, whatever the situation.
- **Our Vision of Camaraderie:** There's no limit to what we can achieve when we work together.
- We are proud to be a bunch of **born collaborators** and we promise the Full Circle experience will be both rewarding and collaborative.

Our collaborative team approach ensures that every project is rewarding and enjoyable for everyone involved.

Our Culture

Our company values drive everything we do, and just like us they are very **REAL:**

- **Real:** Be authentic and genuine in your approach.
- **Expertise:** Demonstrate excellence in everything you do.
- **All In:** Fully commit to your role and team.
- **Loyalty:** Show loyalty to our values and the team.





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We believe in supporting the company's vision, taking responsibility for learning and development, and constantly striving to improve skills and knowledge.

About the Role

We are looking for an enthusiastic **Purchase Ledger Clerk** to join our dynamic team. In this role, you will:

- Process purchase invoices
- Take payments over the phone
- Requesting supplier statements
- Matching all stock purchase orders to invoices
- Producing supplier statement recs
- Resolving any supplier queries
- Posting receipts and payments
- Answering all emails daily, maintaining customer and supplier communication
- Setting up new customer and supplier accounts
- Weekly processing subcontractor time sheets.
- Utilise accounting software such as Sage & WinAccs to process invoices and payments.
- Conduct data entry tasks accurately and efficiently.
- Analyse financial information to identify discrepancies or issues
- Collaborate with the Finance Team to resolve payment-related queries
- Work with our systems to ensure accurate recording of supplier information
- Assist in reconciling supplier statements and resolving discrepancies.
- Support the finance team in month-end procedures and ad-hoc administrative duties.

General Requirements

- Willingness and ability to travel within the UK and overseas if required.
- A flexible approach to working hours.
- Ability to work collaboratively in a diverse and inclusive team environment.

What We're Looking For

The ideal candidate will demonstrate a:

- Proficiency in accounting software.
- Strong analytical skills to review and interpret financial data.
- Experience in accounts payable processes and procedures.
- Knowledge of systems for supplier management.
- Excellent attention to detail for accurate data entry and record-keeping





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- Previous experience of Sage or WinAccs would be preferable

What You'll Get in Return

By joining Full Circle, you'll become part of a team that values collaboration, creativity, and growth.

This is a voluntary role, offering the opportunity to gain valuable experience in a creative, fast-paced industry. You'll be working in a dynamic environment with a supportive team, and have the chance to make a real impact on our social media presence.

We Offer:

- A competitive salary.
- Exciting opportunities to work on high-profile exhibitions across the UK and Europe.
- Professional development and career growth.
- A supportive, collaborative team environment.

How to Apply

Ready to be part of a team where there's no limit to what we can achieve together? We'd love to hear from you!

Please send your CV to Natalie.Murphy@fullcircleeventsLtd.co.uk

Join Full Circle Events & Exhibitions and bring your talents to a company where your contributions truly matter!

