



Purchase Ledger – Fittleworth, West Sussex (Maternity Cover)

Sofas & Stuff is one of the leading premium furniture and fabric brands in the UK. We are a retailer that manufactures, with our Head Office based in the beautiful West Sussex countryside, our workshop located in Preston, Lancashire, and a network of 26 showrooms across England and Scotland. We are a passionate bunch, and what we don't know about sofas isn't worth knowing.

We are looking for an enthusiastic, organised and self-motivated Purchase Ledger Coordinator with previous experience working with QuickBooks Online to join our busy Accounts Department on a maternity cover basis.

This is a hands-on role where accuracy, organisation and attention to detail are key, working closely with suppliers and colleagues across the business to ensure invoices and payments are processed accurately and efficiently.

Key Responsibilities

- Upload, review and import bulk purchase invoices into QBO
- Accurately code invoices and ensure the correct approvals are received
- Ensure all supplier payment terms and details are accurate
- Supplier statement reconciliations
- Accurately allocate purchase payments on a weekly basis
- Liaise with suppliers to resolve queries
- Ability to work with high volumes of transactions and meet tight deadlines

If you are reliable, organised and comfortable working in a busy environment, with previous experience and a good working knowledge of QuickBooks Online, we would love to hear from you.

Driving is essential due to our rural location.

Pay: £30,000.00 - £32,000.00 per year

Work Location: In person

Please send your CV to hr@sofasandstuff.com to apply.