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| Job Description: Accounts Payable Assistant | **Report to:** Accounts Supervisor |
| **Role:** Timely day-to-day operation and compliance of all UK accounts payable invoicing and associated payments. | |
| **Key Responsibilities**   * Work with the support of the Accounts Manager and Accounts Payable Supervisor to implement and maintain best practice accounts payable procedures. * Supporting the management of supplier accounts. * Ensure the timely, accurate coding of supplier invoices to the ledger including GL, cost centre, job/project including the correct recording of VAT treatment. * Handling queries in a timely, professional manner. * Maintain accurate, up-to-date supplier records, supporting the UK Financial Control team with any audit queries. * Assisting with monthly liaison with suppliers – reviewing supplier statements against the sub-ledger for accuracy and completeness. * Checking new suppliers against the approved/preferred supplier listing, ensuring the full approval process has been followed. Includes adhoc review/re-approval of existing approved suppliers. * Working with the Accounts Payable Supervisor to improve the accuracy of the supplier invoice postings (cost centre, GL, job/project). * Liaison with the Accounts Payable Supervisor to proactively control the timing and amount of each supplier payment cycle – in order to support the UK cash flow forecasting process. * Support the UK’s accounts payable migration into a new global ERP (general ledger/transactional system). | **Knowledge, Skills and Experience:**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | * Understanding of the interaction of the accounts payable function with the financial and accounting transactions within a large, multi-entity Group environment * Initiative to work in both a matrixed team environment and individually * Flexibility to adapt to change * Demonstrate a strong attention to detail and sound judgement * Possess strong communication skills both written and verbal * Accustomed to utilizing professional accounting systems/packages. * IT literate including a working knowledge of Microsoft Excel and Outlook | | |  | | |  | |   **Qualifications:**   * Ideally 1+ years’ experience in an Accounts Payable function * Study support would be considered   **Behaviours:**   * People Focused – Motivated to create and maintain positive relationships * Creative – We solve problems and introduce new ideas * Performance-led – Driven to exceed client expectations * Collaborative – We foster a progressive and inclusive work ethic * Accountable – we act with integrity and take responsibility**.** | |