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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:**

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| * 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
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**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**.**
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