

## Job Description

<b>Job Title:</b>	<b>Account Payable Assistant</b>
<b>Reporting to:</b>	Account Payable Supervisor
<b>Department:</b>	Finance
<b>Direct Reports:</b>	N/A
<b>Budget:</b>	N/A
<b>JD date reviewed:</b>	March 2023
<b>Job Level:</b>	11

### Job Purpose

Responsible for fully supporting all accounts payable processes and procedures, and supporting the Finance operations Manager as required

### Key Strategic Responsibilities

- Supporting the Finance Operations Manager in service delivery of core activity within the Finance Operations functions

### Key Functional Responsibilities

- Assist with all Accounts Payable activities and processes
- Responsible for the accurate recording, matching, chasing and co-ordination of all invoices, credit notes and their associated processes, ensuring invoices are paid to term
- Preparing all weekly payment runs BACS, cheque, and one-off sundry payments, in a timely and accurate manner in line with business targets
- Respond to and deal with all internal & external queries relating to payments and Purchase ordering
- Assist with Direct debit and Credit card transaction processing
- Assist all month end procedures, including creation of month end reporting and statistics
- Regular review of outstanding Invoices, and purchase orders and disputed items
- Regular review and clearing of any aged creditors
- Ensure supplier accounts are reconciled regularly
- Responsible for ensuring process notes are maintained and updated with any changes to process or procedures when required
- Work with and support AP Supervisor with administration of any other AP activities, and wider Finance Operations activities, processes and projects as required

Person Specification	
<b>Education &amp; qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE levels 9-4 in Maths and English or demonstratable level of numeracy and literacy skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience in a similar Accounts Payable and Admin roles</li> <li>• Experience processing large volumes of invoices</li> <li>• Experience using financial accounting systems - Open Accounts would be advantageous</li> <li>• Experience using Purchase order systems and electronic document management systems</li> <li>• Strong accounts payable experience, and full understanding of all finance functions and VAT/partial exemptions</li> <li>• Experience in managing accounts payable, financial transaction reconciliations, and resolving complex queries</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Proven organisational skills, and ability to work to tight deadlines.</li> <li>• Proven analytical and investigative skills</li> <li>• Self-motivated proactive and able to work as part of a wider team</li> <li>• Proven communication skills both written and verbal with internal and external customers</li> <li>• Prioritises and plans workload ahead of time.</li> <li>• Highly motivated and natural problem solver, remaining calm under pressure</li> <li>• Proven Microsoft skills, including Outlook (using diaries and multiple inboxes), Excel (intermediate level or above)</li> <li>• High attention to detail and accuracy with ability to meet strict deadlines</li> <li>• Experienced in building and maintaining relationships with internal and external stakeholders, such as suppliers, and system consultants</li> <li>• Knowledge of the commitment to Equality and Diversity</li> <li>• Knowledge an understanding of Data protection</li> <li>• Knowledge of Community gateway principles</li> </ul>