

Job Description

Job Title:	Account Payable Assistant
Reporting to:	Account Payable Supervisor
Department:	Finance
Direct Reports:	N/A
Budget:	N/A
JD date reviewed:	March 2023
Job Level:	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	
Education & qualifications	<ul style="list-style-type: none"> • GCSE levels 9-4 in Maths and English or demonstratable level of numeracy and literacy skills
Experience	<ul style="list-style-type: none"> • Proven experience in a similar Accounts Payable and Admin roles • Experience processing large volumes of invoices • Experience using financial accounting systems - Open Accounts would be advantageous • Experience using Purchase order systems and electronic document management systems • Strong accounts payable experience, and full understanding of all finance functions and VAT/partial exemptions • Experience in managing accounts payable, financial transaction reconciliations, and resolving complex queries
Knowledge and Skills	<ul style="list-style-type: none"> • Proven organisational skills, and ability to work to tight deadlines. • Proven analytical and investigative skills • Self-motivated proactive and able to work as part of a wider team • Proven communication skills both written and verbal with internal and external customers • Prioritises and plans workload ahead of time. • Highly motivated and natural problem solver, remaining calm under pressure • Proven Microsoft skills, including Outlook (using diaries and multiple inboxes), Excel (intermediate level or above) • High attention to detail and accuracy with ability to meet strict deadlines • Experienced in building and maintaining relationships with internal and external stakeholders, such as suppliers, and system consultants • Knowledge of the commitment to Equality and Diversity • Knowledge an understanding of Data protection • Knowledge of Community gateway principles