# Accounts Payable Assistant

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| Brand: Report To:  | Matthew Clark BibendumAccounts Payable Team Leader | Job Family:Sub Family:  | FinanceAccounts Payable  |

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| Purpose |
| As an Accounts Payable Assistant, you will report to the Accounts Payable Team Leader and be working closely within a team that manages the processing of approximately 16,000 invoices per month. You will be working with a passionate and supportive team.  The business that has recently completed a significant investment in a system upgrade using JD Edwards and SoftCo. Any experience with either system or similar would be advantageous.This role perfect for someone looking to grow and develop their career with a business that will support and guide them in their career development. |
| Core Accountabilities |
| * Matching invoices to the correct purchase order on our SoftCo system
* Query resolution
* Priority management- we work with a large volume of suppliers and reconciliations in a fast-paced environment
* Answering queries from suppliers and other business departments about accounts payable or payments made
* Requesting statements from suppliers where they are not provided
* Reconciliation of statements against the supplier ledger
* Debit balance resolution
* Follow best practice and procedure (and ensure suppliers are also following) whilst maintaining a high speed of working

KPIs* Number of resolved queried invoices
* Number of statement reconciliations completed
* Number of accounts in a debit balance
* Number of payments made outside of a payment run
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| Key Relationships  |
| Internal * Depots
* IT
* Credit Control
* Commercial Finance Team
* Other business departments

External* Suppliers
* Auditors
* Customers
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| Experience, Skills and Knowledge  |
| * Accounts Payable experience preferably in a muti-site organisation
* Statement reconciliations
* Intermediate to advanced Excel knowledge
* Any experience or knowledge of JDE system but not essential
* A numerical approach, able to calculate and alter monetary values quickly
* Great attention to detail
* A Positive and Can-Do Attitude
* Demonstrable good communication skills
* Must have the ability to work in a team.
* Must possess time management skills and be able to meet deadlines set

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| Qualifications & Education |
| GCSE Maths & English Grade A\*-CWorking towards an Accountancy Certification preferable but not essential |