# Accounts Payable Assistant

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| Brand:Report To: | Matthew Clark Bibendum  Accounts Payable Team Leader | Job Family:Sub Family: | Finance  Accounts 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 |
| Key Relationships |
| Internal   * Depots * IT * Credit Control * Commercial Finance Team * Other business departments   External   * Suppliers * Auditors * Customers |
| 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 |
| Qualifications & Education |
| GCSE Maths & English Grade A\*-C  Working towards an Accountancy Certification preferable but not essential |