Accounts Payable Job description and Person Specification

Accounts Payable Clerk, to perform accounting and clerical tasks that are related to accounts payable transactions. Their duties include receiving and logging invoices, maintaining and updating an accounts payable ledger and generating financial statements and reports.

This is an important job, whose role covers a wide variety of different business types and would suit a self-starter who is capable of working from their own initiative. The diverse variety of purchasing includes e.g. consultancy, electronic components, grounds work.

Our systems are currently fairly manual and will be subject to change in the future.

**Accounts payable responsibilities and duties**

* Communicating with relevant suppliers and internal staff to process invoicing or payment queries
* Attaching the correct documentation to invoices and reconciling purchase orders to invoices received
* Posting invoices and credit notes and ensuring they are coded correctly in the system
* Occasionally raising Purchase Request Forms for members of Finance.
* Preparing monthly supplier statement reconciliations
* Dealing with external and internal queries by phone and email
* Preparing and processing supplier payments and ensuring that the Senior Finance Manager has signed all payments off (Assistant Financial Controller or Group Finance Director)
* Ensuring that all accounts payable activities comply with relevant financial policies and procedures
* Investigating and resolving outstanding creditor items
* Validation of bank details of new suppliers address and Dun & Bradstreet – verification
* Process of expense and credit card claims – ensuring accurate claims are in accordance with the latest VAT legislations.
* Preparation and reconciliation of aged creditors report
* Continuous improvement on processes, especially when implementing new systems.

**Person specification & experience**

* Can do attitude
* Team player, good self-organization, planning ahead for self and team
* Attention to detail, recognises and rectifies errors
* Good communications skills
* The ability to work independently
* Demonstrable significant experience in the role or background in transactional Finance or equivalent experience.
* AAT level 4 would be of benefit, but is not essential.
* Excel spreadsheet skills and a good understanding of how to extract and analyse