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| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | Accounts Payable Assistant | Department | Finance |
| Function | Accounts Payable | Site | Templar House |

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| SECTION 2 – JOB SUMMARY |
| Timely and accurate processing of supplier invoices through the various systems as per the documented processes, ensuring they comply with all UK VAT regulations.  Reconciliation of supplier statements, resolving balancing items with internal stakeholders and suppliers.  Resolution of price and quantity queries with buyers prior to payment.  Investigation of open cash balances on creditor’s ledger.  Working towards/achieving personal and team KPI’s.  Ensure all daily and month end deadlines are met.  Achieving and maintaining SOX compliance  Preparing payment paperwork and seeking relevant approvals |

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| SECTION 3 – KEY ACCOUNTIBILITIES | | % OF TIME |
| Processing of all supplier invoices within 2 working days from receipt onto the relevant ERP system, using either OCR technology or manual input to ensure accurate purchase order matching. | | 40% |
| Resolution of price and quantity queries with buyers and site prior to invoice due date so that invoices are picked up and paid on payment runs on time.  Supporting sites with resolving invoice queries, either in an electronic invoice matching system or via a manual process outside of the invoice matching system | | 20% |
| Monitor and resolve outstanding open cash items on the purchase ledger. | | 10% |
| Reconciliation of supplier statements, maintaining top 20 on at least a bi-annual basis, ensuring all copies are requested and processed prior to payment runs. | | 10% |
| Preparation of payment runs, as required, on a daily, weekly and ad-hoc basis  Ensuring all relevant approvals are obtained for each type of payment | | 10% |
| Any other had-hoc work as requested by the Team Leader/ Accounts Payable Manager or Head of Business Support | | 10% |
| SECTION 4 – EDUCATION & EXPERIENCE | | |
| Education Level (i.e. Degree, Prof. Quals., etc) | O Level standard  5 GCSE at C or above | |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | 3 years’ Accounts Payable experience, preferably in the FMCG industry.  Knowledge of using an ERP system required  Knowledge of an electronic scanning and invoice matching system would be advantageous | |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | Demonstrate a positive and committed attitude at all times.  Attention to detail is imperative.  Intermediate excel / word / Microsoft.  Ownership of role, willingness to succeed. | |

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| SECTION 5 – DIMENSIONS & SCOPE | | | |
| Budgetary Responsibility  None | Direct/Indirect Budget  None | Size/Amount |  |
| Other key dimensions  (.e.g. sales, products, skus, reports, invoices, etc  Please put description and numbers |  | | |

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| SECTION 6 – CONDITIONS OF ROLE | |
| State any conditions for role  (e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc) | Site visits may be required. |

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| SECTION 7 – POSITION IN ORGANISATION | | |
| **Peer Positions (list below)** | Team Size (if none put 0) | 0 |
| Other Accounts Payable Assistants |
| Accounts Payable Admin Assistant | Reports to (Job Title) | Accounts Payable Team Leader |
| Accounts Payable Payments Assistant |
|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** | |
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| SECTION 8 - SIGNATORIES | | | |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |