

**JOB PROFILE**  
**ACCOUNTS PAYABLE ADMINISTRATOR**  
Monday to Friday 20 hours per week

This position is accountable to the Management Accountant and reports on a daily basis to the Accounts Payable Supervisor.

The post holder will be working with a busy accounts payable team and will be expected to provide support to ensure that a consistent and fully operational service is maintained. They will also be expected to ensure efficient communication is maintained with both internal and external customers.

**Particular areas of responsibility will be: -**

- Batch and input documents onto the Accounts Payable system
- Scan invoices received onto Kerridge system
- Verify documents against purchase orders generated on Kerridge system
- Code documents and [post to Nominal Ledger costs as appropriate
- Reconcile supplier accounts so timely supplier payments can be adhered to
- Deal with calls from suppliers chasing payments
- Follow up queries and letters chasing payment, liaising with suppliers and branch personnel both verbally and electronically to determine a satisfactory conclusion
- Maintain documents awaiting processing in an orderly fashion to enable ease of access
- Maintain a tidy working environment
- Awareness of Health & Safety requirements, responsibility to one self as well as colleagues
- BACS payments

The above list is not considered exhaustive and the post holder would be required to undertake any ad-hoc duties that would be considered to be within their capabilities

**Candidates should be able to demonstrate: -**

- 1 Accurate data entry skills
- 2 Attention to detail
- 3 Good verbal and electronic communication skills. Knowledge of Word & Excel
- 4 The ability to work as part of a team
- 5 The ability to work to strict deadlines
- 6 A responsive attitude to train and develop into other duties required within the department

**Particular experience / skills that will be regarded as ideal are: -**

- Prior experience of an accounts environment; Ideally 2 years in Accounts Payable

**Qualifications required:-** GCSE C+ Maths & English