

JOB PROFILE
ACCOUNTS PAYABLE ADMINISTRATOR
Monday to Friday 37.5hrs per week

This position is accountable to the Finance Director and reports on a daily basis to the Management Accountant.

We are seeking a detail-oriented and organised Accounts Payable Administrator to join our finance team. The successful candidate will be responsible for managing and processing all invoices received for payment and ensuring accurate records and timely payments.

Key Responsibilities:

- Process high volumes of supplier invoices accurately and in a timely manner.
- Scan invoices received onto the dealer management system.
- Match purchase orders, goods received notes, and invoices to verify the validity of transactions.
- Obtain proper approval for invoices and ensure compliance with company policy.
- Code documents and post to Nominal Ledger as appropriate
- Manage the accounts payable inbox and respond to queries promptly.
- Reconcile supplier accounts and manage any outstanding balances or disputes.
- Deal with calls from suppliers chasing payments.
- Respond promptly to supplier and internal queries via phone and email.
- Maintain documents awaiting processing in an orderly fashion to enable ease of access
- Prepare and process BACS payment runs in line with agreed terms.

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

Skills and Experience:

- 1 Prior experience in an accounts/finance environment, with at least 2 years specifically in accounts payable.
- 2 Strong understanding of accounting principles and accounts payable processes.
- 3 Proficiency in Microsoft office, particularly Excel.
- 4 Excellent attention to detail and high level of accuracy.
- 5 Good communication and interpersonal skills.
- 6 Ability to work independently and manage time effectively.
- 7 Team player with a proactive and flexible approach.
- 8 A responsive attitude to train and develop into other duties required within the department.

Preferred Qualifications:

- GCSE at grade C/4 or above in Maths & English