

Accounts Payable Assistant

Line Manager	Accounts Payable Supervisor
	1st Floor, Optima Building
Location	58 Robertson Street
	Glasgow G2 8DU
Department	Solvd. Finance
Direct Reports	N/A
Role Purpose	 The Accounts Payable ('AP') Assistant is mainly responsible for ensuring complete capture of invoices and supporting documentation into our systems, preparing payment runs for review and communicating with purchase/cost centre owners to ensure relevant POs and goods receipts are in place.

Administration

- Ensuring complete capture of invoices and supporting documentation into our systems.
- Registering invoices on accounting system in the relevant company's set of books. This involves matching PO invoices and registering and G/L coding non-PO invoices and returning invoices without a PO to the supplier.
- Manual tagging of invoices where errors exist.
- Communicates with purchase owners/cost centre owners to ensure relevant purchase orders and goods receipts are in place.
- Manual matching of invoices to purchase orders and goods receipts.
- Preparing payment runs for AP Supervisor to review.
- Allocating payments against supplier invoices.
- Timely preparation of supplier statement account reconciliations.
- Manage ad-hoc tasks handed down by AP Manager and AP Supervisor.
- Opening and sorting of incoming post, date stamping (where appropriate).
- Forward invoices for authorization to appropriate level authorizers in line with the delegation of authority matrix.
- Resolving invoice/purchase order discrepancies with the OpCo's and suppliers.
- Responding to supplier queries via email and telephone.
- Monitoring of problem suppliers/purchase requisitions.

Reporting

 Assisting the AP Supervisor to prepare the weekly MI information to the TOCs with key financial information and accompanying narrative.







 Hosting a monthly call with top 5 requisitioners to help clear aged queries.

Period/Month end

Journal entries as required.

Regulatory Information

 Maintain up to date knowledge and understanding of VAT regulations.

Process improvement

- Providing feedback on process workflows, procedures, and management information in relation to the role.
- Continually reviewing the processes in place to aide maximum efficiency of the finance function.

Key Stakeholders

- Internal Management: AP Supervisor; AP Manager; Finance Operations Manager; Financial Controller.
- TOC Financial Controllers
- TOC Finance Teams

Attainments

 Numerically & IT literate Intermediate MS Office skills, in particular MS Excel (vlookup, sumif, pivot tables).

Abilities

- Must be able to prioritize, multitask as well as work independently.
- Ability to efficiently give priority to activities and carry out regular functions with little or no supervision.
- Adaptable

Personal Specification Essential

- Personable
- Effective communicator at all levels both written and verbal.
- Able to work independently and as part of a team.

General Intelligence

Analytical experience

Personal attributes

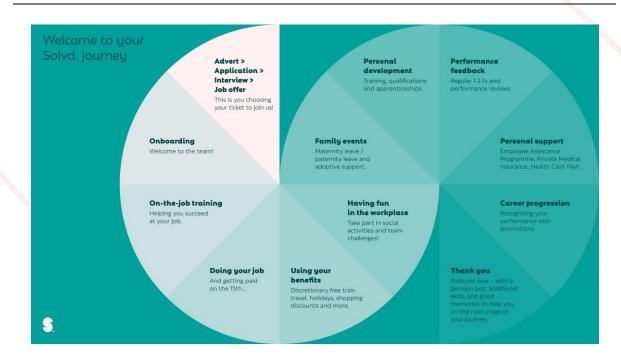
- Shows flexibility in when to take annual leave and is willing to work some irregular hours when necessary.
- Able to cope with peak workloads and deadlines.
- Fast-paced learners who thrive on variety and can embrace change.

Personal Specification Desirable

- Open Accounts/EBis experience would be advantageous.
- Previous experience of working in a Finance department or equivalent AP/AR role.

To behave in a manner that displays our values: Dependable, Agile, Proactive, and Inclusive

- Engage in continuous improvement of day-to-day work, developing a continuous improvement mindset supported by the tools and mechanisms to enable bottom-up improvement.
- Promote the health, safety and wellbeing of yourself, customers, and colleagues.
- Be a role model for Equality, Diversity, and Inclusiveness
- Successful completion of security and background checks
- Environmental awareness



Key Behaviours