



## ROLE PROFILE

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# Accounts Payable Assistant

<b>Line Manager</b>	Accounts Payable Supervisor
<b>Location</b>	1st Floor, Optima Building 58 Robertson Street Glasgow G2 8DU
<b>Department</b>	Solvd. Finance
<b>Direct Reports</b>	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

- Key Accountabilities**
- 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.

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- 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.

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**Key Stakeholders**

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

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

**Personal Specification  
Essential****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.
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**Personal Specification Desirable**

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

**Key Behaviours**

- 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

