**Your Job Profile**

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| What’s your job? | Accounts Payable Assistant  |
| Who do you report to? | Finance Operations Manager  |
| Where are you based? | Glasgow |
| Which Team(s) are you in? | Finance  |
| What do you do? | * Ensure complete capture of invoices and supporting documentation into our systems
* Manual matching of invoices to purchase orders and goods receipts.
* Communicating with purchase owners/cost centre owners to ensure relevant purchase orders and goods receipts are in place.
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| What are your key tasks | * Ensuring complete capture of invoices and supporting documentation into our systems
* 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 manager to review
* Allocating payments against supplier invoices
* Supplier statement reconciliations performed on a monthly basis
* Responding to supplier queries via email and telephone.
* Monitoring of problem suppliers/purchase requisitions
* 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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| What must you have to do this job? | * Numerically & IT literate Intermediate MS Office skills, MS Excel.
* Must be able to prioritise, multitask as well as work independently.
* Ability to efficiently give priority to activities and carry out regular functions with little or no supervision.
* Effective written communication.
* Must be a strong communicator coupled with the ability to maintain open communication with customers, internal employees and AP Supervisor/Manager as needed
* Analytical experience
* Fast-paced learners who thrive on variety and can embrace change
* Self-starters who see challenge as opportunity and are proactive problem solvers
* Commitment to our customers, our business and our success
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| What would it be good for you to have to do this job? | * Previous experience of working in a Finance department or equivalent AP/AR role
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| What do we expect from you?  | * Demonstrate a strong service orientation – viewing staff and line managers as internal customers and operating in a professional, respectful and straightforward manner. Builds credibility, trust and a strong network of relationships both internally and externally. Honest and authentic.
* Take ownership of initiatives and relishes personal accountability. Capable of applying effective focus and prioritisation to deliver responsively to stakeholder requirements.
* Consistently deliver on promises and exercises appropriate cost consciousness. Promotes continuous improvement and organisational learning environment, learning from mistakes in the absence of blame.
* Demonstrate appropriate tact and diplomacy in all interactions, capable of adapting style to a diverse population and engaging with all staff members, stakeholders and internal/external customers. Ability to establish positive relationships and build rapport with employees and managers.
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**Abellio Values**

