**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. |
| 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 |
| 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 |
| 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 |
| 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. |

**Abellio Values**

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