



JOB DESCRIPTION

Job Title: Accounts Payable Assistant

Reporting to: Head of Finance

Department: Finance

Job Purpose: To manage and operate all aspects of the Purchase Ledger and Subcontractor Ledger functions working alongside the current Purchase Ledger team of two.

The candidate would ideally have experience of the construction/housebuilding industry, including the Construction Industry Scheme, but this isn't essential.

Key Responsibilities:

- Sorting and scanning invoices into the correct trading entities for posting to the ledgers
- Daily monitoring of Accounts Payable mailbox, ensuring all electronic invoices are forwarded to the correct company for registering
- Processing a high volume of invoices, coding and matching to Purchase Orders and forwarding for approval
- Processing GRNs and Return Notes and chasing missing documentation from suppliers
- Resolving invoice differences by liaising with the Buying Department and external suppliers. Requesting Credit Notes and Returns Notes where required
- Reviewing the Subcontractor Certificates raised by the Commercial team and processing in the ledger
- Reconciling supplier statements and resolving queries
- Managing other departmental expectations for invoice processing and payment processing to ensure timely payments to suppliers
- Preparing payment runs on a timely basis to meet payments terms
- Maintaining the supplier accounts and aged listings to ensure old balances and unmatched account items are regularly reviewed and queries resolved.
- Taking telephone calls from suppliers and tracking email enquiries on a timely basis

Key Attributes:

- Previous experience of accounts payable
- Attention to detail
- A good communicator
- Able to work in a fast-paced environment, ensuring team and department deadlines are met
- Able to work independently to make sound decisions, prioritising workload and escalating issues when needed but as part of a wider team