

# JOB DESCRIPTION

**Job Title:** Accounts payable assistant

**Department:** Motorsport finance

## **Job Purpose:**

Accurate, timely and efficient processing of Supplier invoices which quote purchase order numbers (or authorised via sign and code procedure) on company Accounting System IFS, in accordance with guidelines and supplier agreed terms.

Reconcile supplier statements.

Perform month end tasks.

Purchase ledger accruals.

Review unmatched goods received not invoiced transactions and take appropriate action to maintain accuracy.

Maintain good supplier relationships and accurate records.

Support the Accounts Payable team in meeting departmental objectives.

Provide ad-hoc cover for general office duties e.g. post, filing, faxes and ad-hoc tasks as requested.

## **Key Responsibilities:**

Ability to communicate with all levels of staff and external suppliers in a professional and positive manner, to proactively resolve supplier invoice queries.

Maintain a low level of query/pending supplier invoices.

Review outstanding GRNI report and maintain accuracy.

Accurate and timely data entry.

Must be good with figures and able to apply to supplier account reconciliations.

## **Education/Qualifications:**

Good basic level of education particularly in English and Maths

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AAT part qualified or qualified by previous on the job experience

**Special Aptitudes:**

Able to work under pressure/within time constraints

Good communicator with an assertive/engaging/friendly manner

**Disposition:**

Calm

Organised

Pays attention to detail

**Values:**

Can do – must possess a positive attitude and display the ability to identify alternative solutions to problems

Relentless – in exceeding customer expectations and continually exceeding goals.

Rigorous – a commitment to achieving the best solutions

Creativity – endeavour to find new ways of doing things and learn from past experiences