

# JOB DESCRIPTION

**Job Title:** Accounts Payable Assistant (3 month contract)

**Department:** Motorsport Finance

**Location:** Banbury

## **Job Purpose:**

Accurate, timely and efficient processing of employee expenses, Barclaycard statements and Intercity invoices which are fully authorised via sign and code procedure on company Accounting System IFS; in accordance with guidelines and VAT procedures

Reconcile Barclaycard transactions to the monthly direct debit, maintain an excel reconciliation by month, ensuring month end accruals are raised where appropriate and employees submit supporting paperwork in a timely manner

Issue replacement/new Barclaycards, PIN numbers and resolve problem issues with cards, e.g. credit limits/lost & stolen cards

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

Produce BACS prints for employee expenses or day money and ensure payments are allocated on IFS. Issue monthly expense statements and ensure employees are in agreement with the account balances

Order travel cheques for on-event employees and collect from Thomas Cook, together with banking of customer cheques if needed. At month end reconcile travel check stock

Administration of petty cash

Maintain good internal employee relationships and accurate records

Support the Accounts Payable team with assorted duties, to ensure departmental objectives are fully achieved. 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 in a professional and positive manner, to provide a high level of service

Maintain a low level of aged unprocessed outstanding Barclaycard statements

Review outstanding GRNI Barclaycard report and maintain accuracy

Accurate timely data entry and payment of expenses

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

Able to work on own initiative and under pressure where volumes dictate

**Education/Qualifications:**

Good basic level of education particularly in English and Maths

AAT part qualified or qualified by previous on the job experience

Would suit a recent graduate/summer placement

**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