

# 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

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