

JOB & PERSON SPECIFICATION FORM

Job title: Accounts Payable Assistant

Department: Motorsport Finance

Reporting to: Accounts Payable/Credit Control Manager

Direct reports: N/A

Grade: 7

Job purpose:

- Provide a high level of expertise in related accounts payable department tasks, to ensure best practise is applied and company guidelines are adhered to.

Key responsibilities:

- GRNI report to be reviewed comprehensively. To ensure GL account is in balance daily and monthly. Issue outstanding unmatched GRNI listing to team member's monthly, to maintain a high level of accuracy.
- Oversee the processing and payment cycle of all STI Invoices, perform monthly GL reconciliation of STI advance payment account.
- Accurate, timely and efficient processing of supplier invoices on company accounting system IFS in accordance with group guidelines.
- Assist and support colleagues, including the Payments/Credit Control manager, in meeting the departmental objectives.
- In the absence of the Payments/Credit Control Manager and Cashier provide cover in related Accounts Payable duties.
- Recommend as appropriate new methods of working, in particular must possess a "can do approach" and be very experienced in accounts payable processes.

Education / qualifications	
Management skills	
Special aptitudes	
Disposition	
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
Grade	
Salary circa	
Terms and conditions	
25 Days Holiday + 8 Statutory, Life Assurance 3 x Salary, Free Fitness Assessments and Advice from our 'Fit 4 Life team', Free Financial Advice through an Independent Financial Advisor, Opportunity to join a Group Personal Pension After 6 Months, Hours of Work 8.30 am to 5 pm, Childcare Vouchers and Company Discounts e.g. Motorsport Merchandise.	