

JOB DESCRIPTION

Job Title: Accounts Payable Assistant –
(Part Time)

Department: Finance Motorsport

Reporting to: June James

Direct Reports: None

Grade: 7

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