

**Job TITLE** SeniorAccounts Payable Administrator

**POSITION IN ORGANISATION**

**Reports to:** Finance & Admin Team Leader **Division:** Direct365

#### MAIN PURPOSE

Reporting directly to the Finance Team Leader you will be responsible for the day to day running and co-ordination of Direct365's accounts payable processes in addition to accurately checking and coding high volumes of purchase invoices. Processing supplier queries and ensuring they are resolved in a timely fashion in order to keep the ledgers accurate and up to date. You will also be expected to assist in driving forward efficiencies within the purchase ledger function.

**KEY TASKS**

1. Responsible for processing high volumes of purchase invoices within assigned time scale for the complete Direct365 business, reconciling any delivery notes to invoices received and purchase orders.
2. Responsible for matching Purchase Orders and raising queries, resolving queries, maintaining Purchase Order list and closing down old PO’s.
3. Ensure invoices are submitted to various departments for approval and ensure these are signed off for payment or queried with suppliers in a timely fashion.
4. Resolve any complex and ongoing supplier issues in order to ensure we foster good working relationships with suppliers.
5. Make sure that all credit notes are received on time with correct value and posted to the system in a timely manner.
6. Set up new supplier accounts and maintain existing account details within the purchase ledger. Ensuring all supplier account details such as account number, sort code and account name are up to date and maintained.
7. Monthly reconciliation of supplier statements.
8. Assist PHS (Group) accounts in reporting financial data at period end and year end in order to generate accurate financial accounts as and when required.
9. Assist and liaise with external auditors as directed by PHS accounts in order to provide the necessary required information in a timely fashion.
10. Any other duties as required by the business.

**PERSON SPECIFICATION**

1. Great interpersonal and communication skills and a team player with a can-do attitude.
2. Reliability - To have self-discipline and be able to work to strict deadlines, Ability to multitask, prioritise workload and be comfortable processing a high volume of invoices/payments.
3. Keen eye for detail
	* Ensuring invoice queries are identified and logged with suppliers in a timely fashion.
	* Ensuring invoices are input into the system to the correct supplier and nominal.
4. Forward Thinking
	* An aptitude for IT with knowledge of software packages such as Excel, BACS, Direct Debit and SAGE.
	* Ability to use initiative to highlight potential problems or issues within processes looking for continuous improvement.
5. Minimum 2 years’ experience of handling high volume processing/data entry activities achieving business objectives and KPI’s.
6. A determined, outgoing, and competitive attitude with a passion for Finance
7. Experience in delivering training and coaching.
8. Team player, with the ability to portray a positive attitude to maintain the team’s enthusiasm and drive.
9. Excellent communication skills with a confident, approachable, and professional manner.
10. Ability to handle difficult situations and the stress associated with them.
11. Excellent soft skills – including listening, motivating, and communicating.

**QUALIFICATIONS**

Educated to A Level or equivalent with:

1. Minimum of 5 GCSE’s grade A\*-C including Maths and English.
2. AAT of Finance Qualifications desirable or actively working towards such a qualification.
3. Microsoft package MCSA & MCSE

**CONTACTS AND COMMUNICATION**

**Internal**

* Management Team
* Team Members
* Colleagues across the business.

**External**

* Suppliers and subcontractors (Both Group and External)