

Job Title	Accounts Payable Assistant
Grade and fit within team structure	Standard
Team	Finance
Business Unit	Business Services
Location	Bath
Reporting Line	<pre> graph LR A[Accounts Payable Assistant] --> B[Accounts Payable Supervisor] B --> C[Accounts Payable Manager] </pre>
Team Structure	<p>The AP team sit within the Central Finance team of about 80 headcount.</p> <p>The AP team comprises of 5 AP Assistants reporting to the Accounts Payable Supervisor, who in turn, along with another AP Assistant, reports to the AP Manager.</p>
Your Support	<p>AP Assistants</p> <p>AP Supervisor</p> <p>AP Manager</p>

Role Overview	
What is the purpose of the role?	
<p>As part of the Central Finance Accounts Payable team, the Accounts Payable Assistant will ensure supplier invoices and employee expenses are processed, approved and paid efficiently as well as carry out regular month end tasks. Candidates will need a keen eye for detail, be able to accurately follow processes and work effectively as part of a team as well as being able to work independently.</p>	
What will success look like?	
<ul style="list-style-type: none"> • Ensure invoices are recorded onto the system in a timely manner; • Ensure Expenses comply with company policy and tax legislation; • Support the objectives of the PL team, the wider Finance team and the Company as a whole. 	

What will you be doing ...

A detailed overview of your responsibilities is as follows...

- Registering incoming supplier invoices
- Processing travel invoices from travel provider
- Processing employee expense claims while monitoring compliance with expenses policy
- Resolving external queries by email and phone
- Performing supplier statement reconciliations
- Processing credit card expenses
- Any other accounts payable tasks as required

More about you ...

Qualifications

- None necessary (we will consider supporting with AAT for the right candidate)

Experience

- Comfortable using Microsoft Office particularly email and excel.
- Basic understanding of VAT

Style and Behaviours

- Attention to detail essential
- Capable communicator
- Team player willing to work in a busy team
- Motivated and flexible
- Willingness to learn and enthusiastic to understand new processes