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| Job Description | | | | |
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|  | Job Title |  |  | **Accounts Payable Assistant** | |
|  | Location |  |  | North Bristol | |
|  | Business Unit |  |  | Westerleigh Group Limited | |
|  | Department-Role |  |  | Assisting with the purchase ledger, including payment runs for multiple companies (including DCL) | |
|  | Reporting to |  |  | AP – Transactions Lead | |
|  | Direct Reports |  |  | None | |
|  | Key Responsibilities |  |  | * Processing supplier invoices and credit notes, sending them out to the relevant person for approval. * Reconciling supplier statements. * Creating suggested payment runs for approval. * Deal with internal and external invoice and payment queries via e-mail and telephone. * Follow up on outstanding invoice and credit note approvals. * Prepare BACS and cheque payments to suppliers and issue remittances. * Maintain timely and accurate electronic filing of invoices and approvals. * Regularly review the Aged Creditor report to identify & resolve outstanding items. * Undertaking other duties and specified projects on an adhoc basis as required. | |
|  | Essential Skills & Attributes |  |  | * Positive attitude and willingness to be flexible and adaptable. * Demonstrate a high level of attention to detail and accuracy. * Excellent interpersonal skills and the ability to communicate at all levels * Highly organised and able to work methodically. * Good time management skills and the ability to be able to prioritise and work to set deadlines. * Able to work on own initiative and as part of a team. | |
|  | Relevant Experience |  |  | * Experience with Microsoft Office products including Excel, Word & Teams is advantageous. * Previous Accounts Payable and Oracle Netsuite experience would be useful but not essential. | |
|  | General |  |  | * To preserve and enhance the Company’s reputation by endeavouring to achieve the highest standard of work at all times. * Driving licence is essential with own transport due to office location however free onsite parking is available. | |