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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.
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|  | 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.
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|  | 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.
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|  | 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.
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