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| **Role Profile** | |
| Role: | Accounts Payable Clerk |
| Reports to: | Head of AP |
| Department: | SCC Finance |
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| The AP Clerk is a key member of our finance team, managing our relationships with our suppliers by ensuring invoices are processed and paid in a timely manner with all queries notified to the suppliers as appropriate. You will be fully responsible for a set range of vendors and will have to build relationships with the suppliers and the internal stakeholders who utilise those vendors. | |
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| Duties Will Include:   * Reconciling Supplier Statements * Processing Supplier Invoices * Checking and responding to telephone / email enquiries * Verification of supplier changes * Data testing in our new ERP system * Clearing Debit Balances * Assisting with reporting * Providing an excellent level of customer service to internal and external stakeholders/suppliers * Any other ad-hoc duties as requested | |
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| Essential   * Proficient ability with IT, specifically MS Excel & Outlook * Accurate and attentive to detail * Strong written and verbal communication skills * Good organisational skills * Punctual & able to manage time and workload effectively. * Ability to work independently and as part of a team.   Desirable   * Previous experience in a finance department * Use of D365 ERP systems | |
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| **Terms & Conditions**   * Working hours will be a 37.5 hour week with standard hours from 9.00 am to 5.30 pm, one hour for lunch * Package will consist of basic salary, pension, personal health care. * 25 days annual leave. | |
| **Document Control** | |
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| Version Date: | 13/10/22 |
| Document Owner | Adam Weller |