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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.
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| **Document Control** |
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