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Description automatically generated with low confidence**

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| **Job Title:** | Accounts Payable Clerk |  |  |
| **Department:** | Finance Team |  |  |
| **Location:** | Peterborough HQ |  |  |
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| **Job Description** | | | |
| We are seeking a full-time Accounts Payable Clerk to join our Finance Team. You will be reporting directly to the Senior Finance Assistant. | | | |
| **Duties and Responsibilities:** | | | |
| * Importing, batching and coding of all Company Sales and Purchase Invoices on Xero platform, ensuring an accurate record of the Sales and Purchase Ledgers * Reconciling Bank and Credit Card transactions on Xero platform * Analyse Invoices for discrepancies and errors * Send invoices for approval and chase approval * Reconciling Supplier statements and resolving queries * Download Supplier Invoices from Supplier websites/portals * Scan in paper-based Invoices and Receipts * Chasing and adding of Receipts and Reconciling the Banks on Xero platform * Consolidating weekly Supplier runs and processing payments * Process Employee Expenses | | | |
| **Knowledge, Skills, and/or Abilities Required:**  To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required | | | |
| * Minimum of 2 years’ Accounts Payable experience * AAT Level 3 desirable * Good working knowledge of Xero accounting * Intermediate Excel, vlookups and accounting software experience * High attention to detail * Ability to manage pressure and multitask * Excellent time management skills * Confident communication skills, both written and verbal * Positive can do attitude * Hard working and able to work as part of a busy team | | | |
| **Benefits:** | | | |

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| * Salary £26,000.00 to £28,000.00 depending on relevant experience * 22 days annual holiday + 8 bank holidays * Loyalty Holidays * Hours 9:00am to 5:30pm – Monday to Friday inclusive * Pension with Employer contributions * Medicash Health benefit * On-site parking * The opportunity to grow and develop skills * Experience Team Building days, Wellness Days and Team Incentives * Full appreciation and reward of hard working and long-term commitment |