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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
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| **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
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| **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
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