

## **Accounts Payable Administrator – Job Description**

<b>Contract:</b>	Permanent
<b>Full Time / Part Time:</b>	Full Time
<b>Hours:</b>	35 Hours Per Week Monday – Friday 9.00 – 5.00
<b>Department:</b>	Transactional
<b>Location:</b>	LCP House, Pensnett Estate, Kingswinford, DY6 7NA.
<b>Salary:</b>	Negotiable

### **Purpose**

The Accounts Payable Administrator will report directly to the Accounts Payable Manager as part of the Accounts Payable Team and will be involved in a variety of accounting responsibilities to provide a professional and timely accounting service in respect of all payments through Accounts Payable.

### **Key Responsibilities**

- Ensure that invoices processed are correctly calculated, approved and coded for the MCore Group. This includes:
  - Utility supply invoices
  - Petty Cash requests – including P11D elements
  - Car Fuel invoices
  - Business Rates
  - Head Rent invoices
  - Certified invoices
  - PO matching (ERP Project)
- Ensure correct CIS and Vat rules are applied to invoices processed.
- Prepare and review weekly payment run which includes clearing down paid invoices.
- Monthly cheque run.
- Follow the onboarding process for new suppliers ensuring data accuracy and compliance with required checks and documentation.
- Check and reconcile supplier statements to Accounts Payable on a regular basis.
- Liaise with suppliers concerning invoice queries and take appropriate action to resolve issues identified.
- Process CCJ's, Court Orders, legal correspondence, disconnection notices and final demand letters in a timely manner escalating to the Accounts Payable Supervisor where appropriate.
- Liaise with key stakeholders throughout the Group as required to ensure that invoices are processed in a timely manner.
- Process urgent payment requests in line with set procedures.

- Adhere to all KPI's for accuracy, timeliness, supplier payment terms, month end closure, reconciliation and credit balances whilst ensuring to meet the zero tolerance requirements for duplicate payments.
- Carry out any other duties that may be reasonably requested from time to time.

### **Person Specification**

- Excellent communication skills, with the ability to interact at all levels of the business and externally.
- Understanding of accounting procedures and ideally some Accounts Payable experience.
- Resilient, with the ability to meet tight deadlines and cope with multiple & varied tasks.
- Innovative, with a desire to identify improvements.
- Willingness to learn and demonstrate a flexible approach to working.
- IT literate with a good working knowledge of Microsoft Office packages including Excel.

### **Qualifications / Training**

- GCSE or equivalent Grade C/4 or above in Math and English.