

IFRS Foundation

Job Description – Accounts Payable Accountant

Reports to: Lead Senior Accountant

Based: London

Job Purpose: Support the Finance team in providing an accurate and efficient accounts payable function for the organisation focusing on overseas operations.

Principal Accountabilities

Responsible for the accurate management and co-ordination of the accounts payable (AP) function:

- Check the finance inbox daily and mail tray regularly to ensure documents are processed correctly in Business Central Dynamics 365
- Code, process and input supplier invoices and employee expenses into Business Central Dynamics 365
- Create new templates in the invoice reading software Continia.
- Set up new supplier and employee accounts in Business Central Dynamics 365 and on the internet banking system
- Review employee expense claims, ensuring they are in line with the employee expenses policy, and resolve queries with individuals and managers
- Obtain appropriate authorisation for all supplier invoices and employee expenses
- Prepare twice weekly payment runs in multiple currencies and post payments in Business Central Dynamics 365 to reflect bank activity
- Ensure all suppliers and employees are paid accurately and on time
- Respond to supplier and colleague's queries in an appropriate and timely manner
- Liaise with administration staff in other locations on accounts payable matters
- Ensure accounts payable records are filed correctly and efficiently
- Identify areas where processes could be made more efficient and offer solutions

Maintain AP Ledger:

- Regularly review aged creditors and invoices in process and take proactive steps to reduce these as required
- Resolve payment/processing queries efficiently and on time

Other duties:

- Assist with month/ year end procedures
- Produce further additional reports as required to support the month end close or quarterly reporting process
- Review direct debit journals and supporting documents
- Assist with year-end audit
- Provide additional analysis and reconciling of general ledger accounts as required
- Resolve accounting or documentation issues and discrepancies as they arise
- Assist with other accounting matters as and when required
- Complete special projects and miscellaneous assignments as required

Qualifications & experience

- Recent experience in an accounts payable position is required
- Demonstrable knowledge and experience of accounting systems is required, preferably Microsoft Dynamics Business Central / Continia
- Strong Microsoft Excel and Word skills
- Experience of processing multi-currency transactions is essential

Skills & Attributes

- Highly organised and focused, able to multi-task and manage workload to ensure that priorities are met.
- High level of attention to detail; ability to produce reliable, accurate work.
- A motivated team-player, who can work effectively with staff at all levels.
- Eagerness to learn and willingness to listen to others; ability to follow instructions and respond positively to constructive feedback.
- Ability to work and make decisions autonomously, whilst recognising the importance of process & compliance.
- Excellent spoken and written communication skills.
- Ability to be discreet, with an understanding that confidentiality is essential, as you will be dealing with personal information.
- Ability to be flexible, understanding that sometimes requirements can change.