

## Accounts Payable Clerk

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Company: CPI Selection

Location: Little Chalfont

Category: other-general

Are you an Accounts Payable Transaction Controller seeking an exciting opportunity to join one of the UK's leading retailer in Amersham?

You will report to the Accounts Payable Supervisor

### Job Purpose

Working within my clients fast-paced finance team, you will be working within the Accounts Payable (AP) function.

Your main role within the team will be to ensure the accurate processing and matching of foreign currency stock invoices to receipt notes, ensuring all discrepancies and queries are dealt with in a timely manner.

You will also be responsible for a variety of other ad hoc tasks within the AP team.

You will need to be an experienced AP accounts controller, adept at high volume processing whilst ensuring accuracy of the highest level.

You will need to be a supportive member of the team with the ability to draw on knowledge and experience.

### Responsibilities

Ownership of estate supplier reconciliations and liaise with landlords to resolve any discrepancies.

To manage and process high volume of supplier invoices onto financials system, Stock and Overheads.

Accurately match stock invoices to receipts, ensure charges are correct in terms of quantities received, price and currency.

Investigate matching discrepancies through to resolution.

Liaising with internal departments to resolve pricing and stock queries/discrepancies.

Ensure trade and settlement discounts are correct.

Regular supplier statement reconciliations and liaising with supplier to resolve any discrepancies.

Support with processing Domestic stock ledger as required.

Support with processing Overhead invoices coding, chasing POs etc. as required.

Other ad hoc duties as required.

#### Skills & Experience

5 years' experience within an accounts payable function.

Experience in managing reporting data and analysis.

Reviewing and identifying issues on statement recs through to resolution.

Experience working with foreign suppliers.

Experience in stock matching is preferable.

Good knowledge of Microsoft Office, including Excel and Word.

Experience using Unit4 or similar accounting package with a good understanding of how the system works.

Ability to prioritise workload and meet deadlines.

Good communication skills and a strong team player.

You must be IT literate with intermediate excel skills as there will be an excel test as part of the interview process.

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