

## Accounts Payable

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Company: Interaction Recruitment

Location: United Kingdom

Category: office-and-administrative-support

### Overview

#### Reference

437355 **Salary**

£13.50 - £13.50/hour **Job Location**

-- United Kingdom **Job Type**

Temporary **Posted**

Thursday, April 25, 2024

#### Accounts Payable Administrator

**£13.50 per hour**

**Monday to Friday 8.30am-5pm**

**37.5 hours per week**

**Work from home role**

**Temporary ongoing role**

#### IMMEDIATE START

We are currently recruiting for an Accounts Payable Administrator. Our client is the leading name in their field and are recruiting to add an additional member to their finance team.

#### Role

As an Accounts Payable Administrator, you will take responsibility for the PO process & invoice handling and processing for multiple suppliers and ensuring that suppliers are paid on a timely basis;

Processing of Invoices

Reconciliation of statements

Payment processing

Personal and group inbox management

Receipting of invoices and PO's

Handle supplier queries in a prompt and professional manner

Deliver on an accurate and timely basis.

### **Requirements**

To be successful in this role, you will be required to demonstrate some experience of working in a similar role where you have handled and processed invoices. You will have a keen eye for detail and have a high level of numeracy.

Experience in Invoicing

Good Record keeping & problem solving skills.

Excellent attention to detail

Strong IT skills

Be tenacious and results driven with the ability to work to tight deadlines and prioritise workloads.

Excellent interpersonal skills at all levels

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