

Accounts Payable

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Company: Page Personnel

Location: Wembley

Category: other-general

Competitive salary Quick start About Our Client The company is an award-winning mixed-use property developer in the UK. Job Description Key Accountabilities:Accounts Payable Processing invoices accurately, on Access Dimensions, ensuring that they are compliant with the company process. This includes ensuring that invoices are addressed to the correct entity and state a valid purchase order number and then coding to the correct entity and matching to the correct purchase order.Process intercompany invoices by posting directly to the purchase ledger ensuring that nominal coding is accurate. Ensuring that the aged credit report is kept clear, and any allocations are done daily. This includes making sure that we have the invoices for any direct debits that are due to be collected. Liaising with the Credit Control team to make sure any intercompany invoices that impact the arrears are paid by month end to clear the arrears. Monitoring the shared accounts inbox and ensuring that all supplier queries are responded to accurately and in a timely manner. Checking employee expenses are submitted accurately and in line with company policy.Checking credit card expense submissions ensuring that they are submitted in line with company policy and querying anything that is not. Processing the bi-monthly supplier BACs supplier payment runs, being fully competent in the start to finish process, including uploading the payments to the bank. Processing the bi-weekly supplier and landlord BACs runs for our property management entity using EuroLink Veco software. Responding to accounts payable related queries for our property management entity.Accounts Receivable and Credit ControlResponding to queries from residents and monitoring the shared accounts inbox. Ensuring that all tasks and queries are dealt with before the monthly direct debit run is

processed to ensure that all residents are charged accurately. Making changes on tenant ledgers for our property management company when requested, including amending end dates, rent amounts and scheduled charges, making sure that all requested changes are correctly reflected on the resident's ledger in a timely manner. Supporting the Credit Control Supervisor and Accounts Payable Supervisor with any ad hoc projects relating to both accounts payable and accounts receivable. Raising AR invoices and ensuring SL and PL accounts are accurate and up to date. The Successful ApplicantThe successful candidate: Experience in accounts payable.Highly accurate Experience in the Residential Property Sector desirable but not essential IT literateMethodical person with strong problem-solving skillsA desire to work in a fast-paced commercial environment with significant growth and opportunity Excellent communication skills. Knowledge of Salesforce and Access Dimensions would be an advantageWhat's on Offer On Offer:28-30k6 months minimum contract3 days working from home Accessible location Plenty of bars/restaurants/shops very close Stones throw from Wembley stadium

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