

## Part Time Accounts Payable Assistant

[Apply Now](#)

Company: Twentyfour Recruitment Ltd

Location: Potters Bar

Category: construction-and-extraction

We are urgently seeking an Accounts Payable Assistant to work 3 days pw (Wednesday, Thursday & Friday) at our client's office in Potters Bar on an ongoing Temporary basis

This role will be based onsite from 9am to 5pm

### KEY RESPONSIBILITIES

- \* Preparing and processing payment runs and manual payments
- \* Organising, registering, matching purchase ledger invoices
- \* Seeking approval from purchasers and managers for invoice variances
- \* Ensuring invoice payment due dates adhere to the payment terms
- \* Verifying invoice bank details with suppliers
- \* Supplier account reconciliations
- \* Direct debit payment allocation to invoices

\* Assisting with purchase ledger queries

## SKILLS AND EXPERIENCE

\* Proven experience within a similar role or equivalent.

\* Purchase ledger experience is mandatory requirement for this role.

\* Knowledge of Access Dimensions or similar system use.

\* Purchase Order System knowledge

\* Possess great attention to detail

[Apply Now](#)

### Cross References and Citations:

1. [Part Time Accounts Payable AssistantJobssearch Jobs Potters BarJobssearch ↗](#)
2. [Part Time Accounts Payable AssistantConsultantjobsJobs Potters Bar Consultantjobs↗](#)
3. [Part Time Accounts Payable AssistantHelsinkijobs Jobs Potters BarHelsinkijobs ↗](#)
4. [Part Time Accounts Payable AssistantSearchukjobs Jobs Potters BarSearchukjobs ↗](#)
5. [Part Time Accounts Payable AssistantRecruitmentjobs Jobs Potters Bar Recruitmentjobs ↗](#)
6. [Part Time Accounts Payable AssistantDatascientistjobsJobs Potters Bar Datascientistjobs↗](#)
7. [Part Time Accounts Payable AssistantSanfranciscojobsJobs Potters Bar Sanfranciscojobs↗](#)

8. Part Time Accounts Payable Assistant [Openairmedia Jobs Potters Bar Openairmedia ↗](#)
9. Part Time Accounts Payable Assistant [Traveljobs Jobs Potters Bar Traveljobs ↗](#)
10. Part Time Accounts Payable Assistant [Dentistjobs Jobs Potters Bar Dentistjobs ↗](#)
11. Part Time Accounts Payable Assistant [Interiordesignjobs Jobs Potters Bar Interiordesignjobs ↗](#)
12. Part Time Accounts Payable Assistant [Kuwaitjobstoday Jobs Potters Bar Kuwaitjobstoday ↗](#)
13. Part Time Accounts Payable Assistant [Guatemalajobs Jobs Potters Bar Guatemalajobs ↗](#)
14. Part Time Accounts Payable Assistant [Petsjobs Jobs Potters Bar Petsjobs ↗](#)
15. Part Time Accounts Payable Assistant [Softwaregiantcareers Jobs Potters Bar Softwaregiantcareers ↗](#)
16. Part Time Accounts Payable Assistant [Indiajobscentral Jobs Potters Bar Indiajobscentral ↗](#)
17. Part Time Accounts Payable Assistant [Softwaregiantcareers Jobs Potters Bar Softwaregiantcareers ↗](#)
18. Part Time Accounts Payable Assistant [Searcheruropeanjobs Jobs Potters Bar Searcheruropeanjobs ↗](#)
19. Part time accounts payable assistant [Jobs Potters bar ↗](#)
20. AMP Version of Part time accounts payable assistant [↗](#)
21. Part time accounts payable assistant [Potters bar Jobs ↗](#)
22. Part time accounts payable assistant [Jobs Potters bar ↗](#)
23. Part time accounts payable assistant [Job Search ↗](#)
24. Part time accounts payable assistant [Search ↗](#)
25. Part time accounts payable assistant [Find Jobs ↗](#)

Source <https://uk.expertini.com/jobs/job/part-time-accounts-payable-assistant-potters-bar-twentyfour-recruitme-2817-52345/>

Generated on: 2024-05-04 by [Expertini.Com](#)