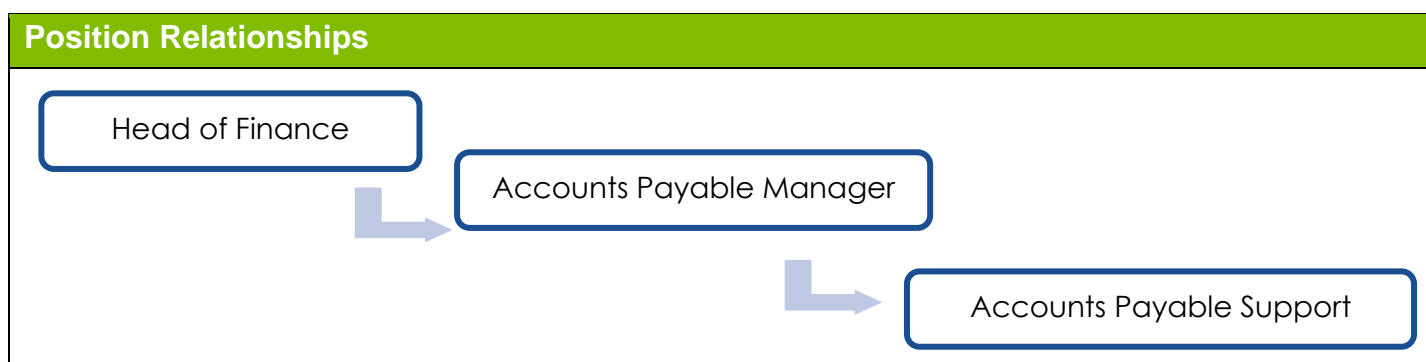


Job Description

Position Description	
Job Title	Accounts Payable Administrative Support
Department	Finance
Reporting to:	Accounts Payable Manager
Location	Banbridge
Hours	35.5
Scope of Role	Reporting to the Accounts Payable Manager you will be tasked with completing a range of Accounts Payable activities to support our business needs



Key Responsibilities
<ul style="list-style-type: none"> • Day to day management of the account's inbox • Printing, sorting and filing PODs • Liaising with site for receipt of delivery notes • Effectively managing POD administration • Printing purchase invoices and matching with PODs for the processing team • Distributing Non-PO invoices to Purchasing Department / Contracts Managers / HR/Directors for query resolution • Query report preparation, distribution and review • Printing and filing supplier statements • Support role for processing teams • Process improvement in developing a pro-active approach to timely receipt of documents • Filing and general office duties • Any other duties required to fulfil the requirements of the position

Person Specification

	Essential	Desirable
Qualification	Minimum 5 GCSEs (or equivalent) including Maths & English	
Experience & Knowledge	At least one years' experience in office environment	
	Good skills in MS Office computer packages specifically MS Excel and MS Word	
Abilities & Skills	Ability to take ownership of duties and a willingness to grow and learn within the AP team and company.	
	Excellent organisational skills and the ability to prioritise own workload. Developed problem solving skills, including the ability to manage conflicting work demands.	
	Capacity to work independently with limited supervision	
	Demonstrates a strong customer orientation	
	Possess excellent interpersonal and communication skills including the ability to liaise and advise staff at all levels	
	Can deliver high quality work with excellent attention to detail	
	Good communication skills, both written and verbal with good presentation and interpersonal skills	
	Capable of task management, problem identification and resolution	



	To be flexible and work as part of a team	
	Able to work under pressure and meet short deadlines	
	Must be very 'hands on' with can do attitude	