

Job Overview:

Accounts Payable Assistant

Job Title: Accounts Payable Assistant	Location: King's Cross, London	Company: Gratte Brothers Group (GBG)
Reporting to: Financial Controller	[Key Stakeholders/Responsible For]: Financial Controller Group Financial Director	

Job Purpose:

Reporting into the Financial Controller, this role will assist the Accounts Department with day-to-day operations. As an Accounts Payable Assistant, you will be confident with building and maintaining relationships with stakeholders, as well as managing a diverse workload. You will seek to add value and purpose to an array of activities and play a key role in the team.

Key Areas of Responsibility:

- Share responsibility for managing the purchase ledger inbox, responding to emails within 2 days.
- Barcode invoices for input.
- Issue invoices for approval to relevant individuals and chase these approvals on a weekly basis.
- Load and assign invoices to SharePoint system on a regular basis.
- Input purchase invoices and credit notes for Group companies. This includes direct loading as well as match loading against purchase orders.
- Input sub-contractor invoices for the company.
- Assist with preparation and payment of suppliers and sub-contractors. This includes individual and batch payments.
- Deal with purchase ledger queries, via both telephone and email.
- Reconcile supplier accounts with statements.

- Assist with filing and general clerical work within accounts department as and when required.

*This is a broad overview of the position and does not encompass all aspects of the role.
Gratte Brothers are an equal opportunities employer and welcome applications from all.*

Knowledge & Experience:

- Previous experience in a similar role required.
- 2 years' experience in a purchase ledger role is preferable.

Attributes & Skills:

- Outstanding interpersonal and communication skills, both written and verbal.
- An ability to communicate with all levels with professionalism, sensitivity, warmth, and diplomacy.
- Good level of IT skills in particular MS Office.
- Discretion and an ability to handle confidential information.
- Ability to adapt very quickly and handle multiple tasks at once.
- Experience working with EvolutionM.

Qualifications:

- GCSE, or equivalent, in English Language/Literature and Maths, grade 4-9 (A*-C).
- AAT qualified or equivalent.