Job Overview:

Senior Accounts Payable

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| Job Title:  Senior Accounts Payable | Location:    King’s Cross, London | Company:    Gratte Brothers Group |
| Reporting to:    Financial Controller | [Key Stakeholders/Responsible For]:  Financial Controller  Accounts Payable Assistants  Group Financial Director  Employees  Clients  Managers  Suppliers & Sub-Contractors | |

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| Job Purpose:  Reporting into the Financial Controller, you will manage challenging and high value ledgers. You will be confident in 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 within the company. |

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| Key Areas of Responsibility:   * Set up and maintain supplier accounts. * Manage multi-million-pound purchase and sub-contractor ledgers. * Action reverse charge VAT. * Deal with high-level purchase ledger and sub-contractor queries, both via telephone and email. * Input invoices, applications and certifications. * Run individual and batch payments. * Reconcile supplier accounts with statements.   *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:   * Knowledge and experience in the construction industry and the requirements of CIS Tax. * Experience of managing high value ledgers. * Experience of mentoring and developing a team. |
| 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 (desirable). * Works with a high level of integrity. * Excellent team member: able to contribute to the collaborate teamwork dynamic. * Outstanding attention to detail. |
| Qualifications:   * GCSE, or equivalent, in English Language/Literature and Maths, grade 4-9 (A\*-C). * AAT qualified or equivalent (desirable). |