

## Job Overview:

### Accounts Payable Administrator

<b>Job Title:</b> Accounts Payable Administrator	<b>Location:</b> King's Cross, London	<b>Company:</b> Gratte Brothers Group Ltd
<b>Reporting to:</b> Purchase Ledger Supervisor	<b>Key Stakeholders:</b> Financial Controller Group Financial Director Managers	

#### Job Purpose:

As Accounts Payable Administrator, you'll assist the Accounts Department in its day-to-day operations and will confidently build and maintain relationships with stakeholders. You'll manage a diverse workload and as a core part of the team, will bring great value.

#### Key Areas of Responsibility:

- Managing the purchase ledger inbox and responding to emails within 2 days
- Issuing invoices for approval on a weekly basis, and chasing as needed
- Barcoding invoices for input
- Assisting with statement reconciliation
- Resolving purchase ledger queries
- Assisting with filing and general clerical work

*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:

- Experience in a similar role such as an administrator or document controller position, preferably within a financial or accounts environment
- Experience working with EvolutionM is desirable
- Good IT skills and a confident user of Microsoft Office

#### Attributes & Skills:

- Excellent interpersonal skills (written and verbal); communicating with professionalism, sensitivity, integrity, warmth, and diplomacy
- Ability to handle confidential information with discretion
- Highly adaptable with the ability to handle multiple tasks at once
- A team player
- Excellent attention to detail

**Qualifications:**

- A GCSE (or equivalent) at A\*-C in English or maths, is desirable