

Accounts Payable Clerk Wanted

Part Time Permanent Position
Salary £20,250 FTE, Pro Rata, 20 hours a week

We are looking to add to our Finance team!

A part-time position for an experienced finance professional has become available in our Accounts Payable team.

Finance is not just about counting pennies. This role will allow someone the opportunity to be part of a wider team of 6 and Accounts Payable team of 3 who collectively ensure that our suppliers are paid on time, our customers payments are received smoothly by the Society and that our colleagues receive key reports to help them manage their own stores and the farm.

You will also enhance your soft skills by being part of an office environment and have the chance to communicate with both internal and external stakeholders.

Closing date 22/07/2022, however we will close the position earlier if the right applicant is found. If you believe you have the knowledge, skills and experience then please email your CV to jobs@radstock.coop quoting the job title.

Start Date	Location	Contract	Work Schedule
No later than 5 th Sept. 2022	Head Office	20hrs pw	5 days of 4hrs, or 4 days of 5hrs

Duties will include undertaking some or all the following:

- To input invoices onto our invoice matching system for deliveries received into stores.
- To send invoices out for electronic authorisation when not performed automatically by the finance system.
- To understand the Society's Chart of Accounts, and apply to purchase invoices as well as cross check coding on requisitions and purchase orders.
- To be part of the purchase order approval process within finance system, ensuring purchase orders are good receipted in a timely manner.
- To reconcile supplier statements and support the investigation of any discrepancies between invoices and delivery notes or purchase orders and resolve any queries either internally or with external suppliers through to resolution.
- Assist with the month end close for accounts payable.
- Day to day responsibility of the shared mailboxes, ensuring that appropriate actions take place or are escalated to the Accounts Payable Supervisor when necessary.
- Ownership over the internal mail system, via the blue bags.
- Point of contact for finance mail.
- Under the guidance of the Accounts Payable Supervisor, provide holiday cover for activities of the Finance Assistant when appropriate.
- To play a full and active part in your 1:1s and appraisal to help identify and remedy barriers to optimum performance.
- To comply with Society's policies in particular Health & Safety, Equal Opportunities, Computer, Internet, and Email Use.
- To undertake such other duties that may be required from time to time commensurate with own capabilities.
- In addition to these responsibilities, your line manager will set objectives on a regular basis.

You will have intermediate/advanced knowledge of Microsoft Outlook, Word, and Excel, exposure to an accounting system ideally for a multi-channel environment, and ideally have had exposure to VAT procedures. You will also have a basic understanding of the retail environment.

You will be accurate with great attention to detail, have strong keyboard skills, be well organised and have excellent time management skills.

You will have strong communication skills, a confident telephone manner, be a team player and show confidence in identifying and enhancing processes for improvement.