

	<b>Job Description</b>
<b>JOB TITLE:</b>	Accounts Payable Administrator
<b>Accountable to:</b>	Financial Controller (European Hub)
<b>Staff managed:</b>	None
<b>PURPOSE OF THE JOB</b>	
<p>This role is responsible for ensuring the effective delivery of all Accounts Payable duties for the European Hub.</p> <p>The post holder will work closely with the central Finance team to deliver a high quality finance service and to provide cover and support to the Accounts Receivable team as required.</p> <p>This role will help to raise the profile of the European Hub Finance team and move forward the concept of finance as a 'service' not just a processing function by driving finance interaction and support to Trinity's network on accounting related issues.</p>	
<b>KEY ACCOUNTABILITIES &amp; TASKS</b>	
<ul style="list-style-type: none"> <li>• Processing invoices for all European creditor accounts. Process only authorised and coded documents.</li> <li>• Creation, amendment of creditor account codes, addresses and bank details. Details to include creditor payment terms.</li> <li>• Review of all existing creditor accounts for addresses, contact details.</li> <li>• Involvement in the production of Accounts Payable KPIs for the Director of Finance.</li> <li>• Processing of BACS, cheque and foreign payment runs in draft, for European Hub</li> <li>• Financial Controller review and sign off.</li> <li>• Posting of payments and despatch of remittances.</li> <li>• Investigation and resolution of supplier queries.</li> <li>• Regular reconciliation of high volume, high value supplier accounts.</li> <li>• Any other duties as may be required from time to time.</li> <li>• Provide cover for the Accounts Receivable function</li> </ul>	

## **JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST**

### ***Education/Qualification***

Good level of secondary education

AAT part / fully qualified or similar

Experience in working within an accounts department in an accounts payable role

Excellent computer skills, specifically Excel, Word and ideally SUN

### ***ESSENTIAL SKILLS REQUIRED:***

Accounts payable experience

Able to communicate with Exec team and non-finance staff

## **CONTACTS : INTERNAL AND EXTERNAL**

- All staff at Trinity Head Office
- Trinity Network:
  - Centres
  - National Managers
  - Area Managers
  - Panel Members
  - Suppliers
  - Examiners
  - Banks

## **FINANCIAL PARAMETERS**

Seeks approval before incurring or committing to spend.