

Job Description & Person Specification

JOB TITLE: Accounts Payable Assistant

DEPARTMENT: Finance

LOCATION: Trafford Park

LEVEL: Experienced

REPORTS TO: Head of PFP Finance

Job Description

Duties of Role

- Processing incoming AP invoices for multiple companies
- Dealing with queries from suppliers and purchasing department
- Payment runs and cheque preparation
- Statement reconciliation
- Managing AP email inbox
- Other ad hoc accounts duties

Person Specification

Education & Training

- Previous Accounts Payable experience
- Qualified to minimum GCSE grade C or equivalent in English and Maths
- Computer literate with general knowledge of MS Office package
- Excel skills desirable



Personal Attributes

- Ability to communicate effectively
- Excellent verbal and written communication skills
- Able to work to deadlines and plan own time
- Good attention to detail - accuracy, numeracy
- Ability to work on your own and as part of a team

Company Benefits

- Competitive Salary
- Salary Sacrifice Pension Scheme (ER contribution matching up to 5%)
- Cycle to Work Scheme
- Subsidised Canteen
- Free Parking

For more information or to apply to this role, please contact
recruitment@tenmat.com

