



TEMPORARY PAYMENTS CLERK



ABOUT THE ROLE

To take on full ownership of divisional purchase ledger functions, managing payments for both purchase ledger and sub-contractors payments, with a view to overall management of two divisional companies.

The job holder will be responsible for processing a high volume of supplier invoices, along with fortnightly purchase ledger payments and weekly subcontractor payments ensuring accuracy & timeliness by adhering to payment policies. A minimum of 1 years' experience of a finance department is a must. Having begun AAT level 2 or equivalent preferable.

Responsible to: Payment Supervisor

KEY RESPONSIBILITIES

1. INVOICE PROCESSING

- Ensure that purchase ledger invoices are entered onto the system on a daily basis with accuracy and within a timely manner.
- Complete mid-month and monthly payment runs in accordance with the purchase ledger timetable
- Ensuring supplier statement reconciliation's are completed on a monthly basis.
- Period end process are to be completed, reports ran and actioned in accordance with the finance timetable
- Supplier queries to be dealt with as they arise.

2. SUBCONTRACT PAYMENTS

- Ensure that weekly and monthly subcontractor payments are processed in accordance with the financial timetable.

3. OTHER

- Carry out adhoc tasks as requested by the Payments Manager
- Ensure familiarity with Redrow Group's Health and Safety Environmental policies and comply with employee responsibilities
- At all-time comply with company and departmental policies, procedures and instructions
- Implement new ideas and methods and continue to seek ways of both improving contribution to the organisation's goals and enhancing the reputation of the company
- Work in an organised manner and ensure all paperwork is kept accurately filed/stored in a tidy desk/office environment

THE PERSON

What kind of person are we looking for?

- Smartly presented.
- Flexible – willingness to support other accounts team members with ad-hoc tasks.
- Good attendance.
- Works effectively as part of a team, and willing to take instructions from other team members.
- Show strong initiative.
- Prepared to seek guidance when confronted with new tasks or issues.
- Ability to take on board any comments arising from review of work, and incorporate these points into their work going forward.
- Prepared to take responsibility for tasks undertaken and ensure completed fully.
- Typing and computer skills, including knowledge of Word and Excel.
- Numerate.
- Attention to detail.
- Experience of working to deadlines
- Good communication skills including good telephone manner
- Good standard of education (Maths GCSE)
- Willingness to obtain an accounting qualification (e.g. AAT or similar) if not already began
- Experience in an accounts department, processing a high volume of invoices.

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.