

Job Description

Job Title:	Accounts Payable Clerk
Reporting to:	Finance Director
Responsible for:	N/A
Scope of job:	To support the Finance Director and team with the processing of invoices and other Finance related duties using systems such as Microsoft Office 2010, Maconomy and Bacs online system.

Key Responsibilities:

- To support the Finance department in an administration capacity;
- Dealing with queries regarding invoices or financial administration;
- Answer and screen incoming calls, responding to queries;
- Matching Purchase Orders to Invoices and resolving any queries that may arise;
- Posting authorised invoices for payment;
- Completing credit checks and assisting with new supplier account opening;
- Maintaining suppliers database on maconomy and also the online Bacs system;
- General admin duties including, scanning of documents and emailing;
- Assist to maintain the current finance filing system;
- Assisting with any financial reporting that maybe asked of you by the Finance Director;
- Occasional reception/switchboard cover (most often on Friday's and when the Receptionist is on annual leave), answering the main reception phone and forwarding calls, assisting visitors to sign in/out of the building, answering the door to guests and complete basic administration duties as and when.
- Any other ad-hoc administrative work or duties as required and as relevant to the job role.

Health and Safety:

- Responsible for own health and safety in accordance with the Health and Safety at Work Act 1974 and relevant EC directives
 - You must wear Metro Event branded clothing and protective shoes/boots during working hours at all times
 - Follow Health and Safety procedures at all times. Ensure zero hazardous practices are taking place in checkout, including blocking fire exits. Work within COSHH and manual handling regulations
-

Requirements for the role:

Essential:

- Some Financial experience
- Able to competently use Microsoft Office: Outlook, Excel and Word
- Understanding and basic level of IT skills
- Excellent written skills
- A self-starter who is highly articulate and organised

- Ability to communicate with people of all levels in person, via telephone and email communications
- Great relationship builder, with top service mentality
- Good attention to detail
- Approachable manner and ability to work under pressure
- Easily adapts to various administration pressures
- Flexible approach to role and working hours

Desirable:

- Previous experience in a similar role
- Seeking to work in a technical production or AV company with transferable financial skills

I have read and understood this Job Description and I am clear about the detail and expectations regarding my job. If I have any issues relating to this, I will raise them with my Line Manager.

Name:

Signature:

Date:
