

International business school is looking for an **Accounts Payable Executive**, this is a long term contract to cover maternity leave. The Accounts payable Executive will be part of the finance team and your role will be to reconcile all purchase orders to suppliers invoices. This is a fast pace environment.

This is a year contract to cover maternity leave.

ROLE of the Accounts Payable Executive:

Accounts payable:

- Processing all AP invoices in SAP;
- Processing all outgoing payments in SAP (incl. Direct Debits);
- Organising BACS runs for payments;
- Monthly reconciliation of credit card statements to POs and processing;
- Monthly reconciliation of Travel agency statements to POs and processing;
- Controlling of non payrolled expense claims;
- Up date of the PO system and Aurion with paid invoices;
- Creation of new suppliers in PO and accounting system.

Monthly soft closing/End:

- Preparing prepayment and fixed asset register;
- Assisting with the OPEX accruals;

Budget / Cost control:

- Quarterly Spending reconciliation;
- Assist the Finance Team with ad-hoc Budget and Cost control tasks

Other:

- Raising PO for Finance department and other;
- Assist the Senior Finance Manager with any particular task on an ad-hoc basis, be finance or non-finance related;
- Assist the Director of Finance and Operations with any particular task on an ad- hoc basis, be finance or non-finance related.

PROFILE:

- Strong accounting background with relevant qualifications: AAT Level 4 and upwards or equivalent;
- Previous experience as Accounts payable or Purchase ledger Executive
- High level of accuracy and attention to details;
- Excellent organisational skills;
- Proficient in Excel and Accounting system;
- Positive / "Can do" attitude.
- French will be a plus

SALARY & BENEFITS:

- Between £31k and £35.5k/y
- Generous pension scheme
- 25 days holidays