

Accounts Payable Administrator

Based in HHC Didcot, Oxfordshire, OX11

This job holders key responsibilities will be the processing, reviewing and actioning the vendor payment runs via BACS , Foreign Transfer, the posting of direct debits to vendor accounts and performing vendor statement reconciliations. The Accounts Payable Administrator will report directly to the Assistant Accounts Payable Manager.

The Accounts Payable Administrator will be expected to:

- Verify that transactions comply with financial policies and procedures
- Produce weekly cheque/bacs payment runs
- Chase overdue invoices
- Reconcile vendor statements
- Liaise with suppliers and internal colleagues
- Preparing and the production/delivery of weekly reports
- Adhoc admin duties

In order to be considered for the role candidates will need to have:

- Knowledge of accounts payable, with relevant experience
- Knowledge and experience of SAP
- Understanding payments processes and the use of multi currency
- Attention to detail and high level of accuracy
- Computer skills including the ability to operate spreadsheets and word processing programs and email at a highly proficient level

Successful candidates will need to be:

- Able to work as part of a team
- Able to work to deadlines
- Computer literate in excel- word- email
- Good communication skills
- Can do attitude

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The closing date for applications is 10th June 2020

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