

# Job Opportunity

## Accounts Payable Assistant

### Overview

We are looking for an experienced Accounts Payable Assistant to join the ATLAS ELEKTRONIK UK Finance team. The accounts payable function typically processes up to 900 invoices a month which is increasing in line with company growth. We deal with suppliers in many countries and have some significant dealings in Euro's and USD's. There is a wide supplier base which covers services/utilities, material purchases and sub-contractors. The role will cover a range of core activities detailed below whilst also needing to be flexible and reactive to emerging issues and priorities. In addition to this, due to continuous growth the role will have a strong focus on positive change and efficiency. We are therefore looking for someone who is proactive and energetic in the role who is passionate about accounts payable.

### Reporting relationships

Reports to Senior Financial Accountant

### Location

Dorset Innovation Park, Winfrith

### Employment status

Contract, part time

### Main elements of the role will include, but are not limited to:

- Support the processing invoices ensuring that data is input to the ERP system accurately and on a timely basis.
- Liaising with Stores to ensure goods are properly booked in to allow processing of invoices
- Liaising with procurement in respect of supplier queries and pro-forma invoices
- Communications within the business to enable receipting of goods and services
- Obtaining authorisation for payment of invoices in line with the company's complex delegation of authority matrix
- Preparation of weekly supplier bacs runs
- Raising of supplier payments using the financial payment systems available including BACs and on-line banking payments
- Handle and resolve any payment disputes or supplier queries
- Ensure that supplier payments are posted on a timely basis and are allocated correctly against supplier accounts
- GRNI clearance and improvement activities
- Drive forward improved ways of working and implement process efficiencies, also working with procurement to target inefficiencies
- Reconciliation of supplier statements
- Maintain filing system
- Other ad hoc administration and support for the finance function including collating information for auditors, supplying copy invoices in response to queries and other duties as necessary as they arise.

### Mandatory requirements:

- Previous accounts payable experience

... a sound decision

#### Other preferential competencies:

- Previous experience of working with Microsoft Dynamics AX, or a similar ERP system would be advantageous
- Ability to organise and prioritise workload effectively ensuring deadlines are met
- Good accuracy and attention to detail
- Strong communication skills
- Good experience of Microsoft Excel

#### More information

The successful candidate must be able to achieve full SC (Security Clearance).

#### How to apply

Please forward your CV and a covering letter explaining why you are suitable for the post to [Recruitment@uk.atlas-elektronik.com](mailto:Recruitment@uk.atlas-elektronik.com) by the closing date and state the job title in the subject line.

Due to the nature of our work and the projects you will be working on, all candidates must be eligible to gain security clearance. ATLAS ELEKTRONIK UK Ltd is an Equal Opportunities employer and welcomes applications for all posts from suitably qualified people regardless of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.

Only successful applicants will be contacted.

#### ATLAS ELEKTRONIK UK Ltd

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