**SELWOOD LTD**

**POSITION DESCRIPTION: Accounts Administrator**

**LOCATION:** Finance, Chandlers Ford

**POSITION PURPOSE:** To be a valued member of the Bought Ledger team, delivering a high level of service to our supplier base and the operational teams within the Company.

**RESPONSIBLE TO:** Finance Accountant

**RESPONSIBLE FOR: External** Suppliers

Local Business Groups

**Internal** Solutions Director, Project Manager’s and Solution Teams

Installation and Electrical Managers and Teams

All Departmental Managers

Operational Managers

Management Accountants

Client Services including all associated partners (Speedy)

HR Team

Business Technology Department

Workdry Group Businesses, Pump Manufacturing and Siltbuster

**MAIN RESPONSIBILITIES:**

* Manage the Purchase Ledger email inbox to ensure that queries are responded to in a timely manner and in line with internal SLA’s.
* Review and approve purchase invoices to ensure accuracy prior to their release to the ledger.
* Accurate preparation of weekly supplier payment runs for management approvals.
* Processing one off supplier payments where needs arise within the business.
* Posting of the payment journals into the accounting system with relevant diligence such that accounting records are complete and accurate.
* Reconciliation of supplier statements on a monthly basis, liaising with the supplier to resolve any differences.
* Production of bank statement reports for wider finance team members as requested.
* Liaising with suppliers and internal teams on individual payment and invoice queries in line with internal SLA’s.
* Collaborating with internal teams resolve any difficulties the operational teams are facing and acting as an effective support function to the wider business.
* Constructively challenge and drive system improvements where needed.
* Working effectively within the team, building good working relationships throughout the Company
* Other adhoc tasks as requested.

*The main responsibilities are outlined above. This is not a definitive list, and other tasks/activities may be necessary as the company’s commercial activities require.*

**QUALIFICATIONS & EXPERIENCE:**

* Good understanding of accounts payable with ideally 1-2 years in a finance role.
* Experience of working with accounting packages, ideally Microsoft Dynamics.
* Good working knowledge ofthe Microsoft Office Package, especially excel.
* Good interpersonal and communication skills with the ability to work independently as well as part of a team.
* It’s vital that you’re comfortable working in a fast-paced, high-pressured environment as you will be balancing multiple workstreams, ensuring smooth efficiency and strong output is achieved.
* Ability to be forward thinking whilst maintaining a methodical, attention to detail approach.
* Compliant accurate record keeping is important to this role.
* Strong planning, organising and prioritising workload skills are essential alongside the ability to work to deadlines.
* Educated to A Level Standard or equivalent.
* Proven track record of raising the standards within a team.
* Ability and willingness to travel within and throughout the UK as and when necessary.
* Flexibility to support the business to get the job done understanding the requirements of all stakeholders while maintaining a safe environment for all.