



Care and support
through terminal illness

Accounts Payable Assistant

Department: Finance
Location: 89 Albert Embankment
Reports to: Accounts Payable Supervisor

Summary

- To be a member of a customer facing accounts Payable team. To accurately process invoices ensuring that suppliers are paid on time. To be responsible for dealing with any enquires from suppliers and internal partners and assist with all aspects of the accounts payable function.

Key relationships

- Suppliers
- Internal clients (budget holders) throughout the charity
- Other members of the Finance team, particularly providing support to the Finance Partnering team on specific queries

Accountable for

- Processing invoices to ensure all invoices are accurately recorded in a timely manner.
- Preparation of weekly BACS and cheque payment runs.
- Maintenance of the Supplier Masterfile ensuring all supplier details are up to date and accurate.
- Dealing with queries and issues from supplier and internal stakeholders.
- Reconciliation of supplier statements.
- Any other duties as directed by the Accounts Payable Supervisor.

Skills and Experience

Criteria	Essential	Desirable	How assessed
Skills / Abilities	Customer focused, with the ability to see issues from a stakeholder's perspective		On CV At Interview

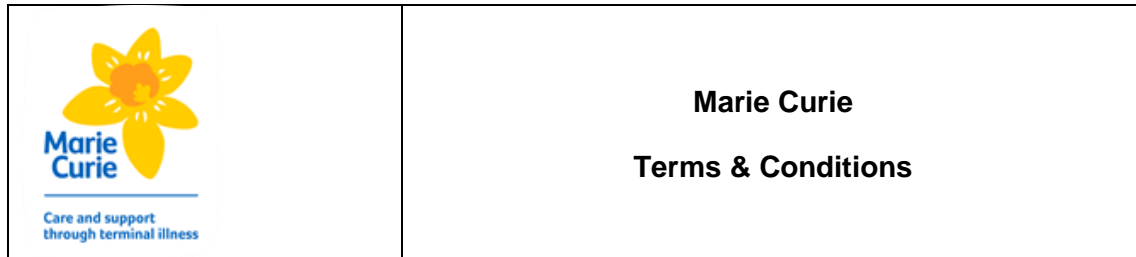
	<p>Strong communication skills both written and verbal.</p> <p>Attention to detail and high level of accuracy</p> <p>Self-motivated</p> <p>good Excel skills</p>		
Knowledge	<p>Comprehensive understanding the accounts payable function</p> <p>Good understanding of bookkeeping and accounting principles</p> <p>Good understanding of Data Protection Act</p>		On CV At Interview
Qualifications, training and education		Educated to A-Level	On CV
Experience	Accounts payable experience in a medium sized accounts department	Use of Sun and Visions Q&A Experience in using Care Fundraising database	On CV At Interview

General

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.

- For designated roles, the post holder will be responsible for health & safety, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).
- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.



Job title	Accounts Payable Assistant
Salary scale	MCJES Pay Scale Grade C
Annual leave entitlement	25 days (plus 8 bank holidays)
Notice period	One Month (after first six months service)
Working hours	35 hours per week

Other benefits

- Continued access to NHS Pension Scheme (subject to eligibility)
- Marie Curie Group Personal Pension Scheme
- Season ticket loan
- Loan schemes for bikes; computers and satellite navigation systems