



<b>Job Title:</b>	Accounts Payable Administrator
<b>Department:</b>	Finance
<b>Base Location:</b>	Tewkesbury
<b>Hours:</b>	37.5 hours per week
<b>Relationships:</b>	All departments
<b>Responsible to:</b>	Financial Accountant

Established in 1938, Cotteswold Dairy is one of the UK's leading independent, family-owned dairies. We support local farmers and communities by delivering the freshest, finest quality products and first-class customer service.

### **Team Cotteswold:**

At Cotteswold Dairy we recognise that we will achieve far greater success working as a team, with empathetic people management and valuing each other, our staff and our customers.

The aim of 'Team Cotteswold' is to give a disciplined and determined effort to value everyone and everything and as a consequence make the Company the first preference for employees and customers alike over the long term.

### **The Team Cotteswold Purpose:**

Being at the heart of a responsible and sustainable dairy community

## **JOB DESCRIPTION**

### **Overview:**

As an accounts payable administrator you'll be a key member of the team in charge of the company spending, overseeing all purchases made by Cotteswold Dairy & Workman properties, monitoring how much is owed at all times.

A accounts payable administrator records every product and service we buy – whether it's an expensive IT investment or petty cash purchases – and is responsible for the day to day running and coordination including issues resolution, ensuring that all invoices are managed through the purchase ledger and WAP system.



Reporting to the Financial Accountant, the accounts payable role generally assists the accounts department as necessary, providing any information required by the senior finance team.

## **Main Duties & Responsibilities:**

- Set up new supplier accounts and maintain existing account details within the purchase ledger, to the agreed procedures and authorisation sign off of the company.
- All aspects of purchase ledger from matching invoices to purchase orders and delivery notes, through to payment processing in accordance with company policy and procedures. With particular reference to the validation of invoices received for authenticity that they are arithmetically correct and VAT has been calculated correctly.
- Dealing with external supplier enquiries in a polite and professional manner both on the phone and via email.
- Ensuring that the invoices are managed through WAP (Internal invoice approval system) and go through the full authorisation process, and are then transferred promptly to Sage.
- Monitoring invoice authorisation system for unauthorised, held or rejected invoices.
- Following up on any debit balances on supplier accounts.
- Maintaining a strong relationship with managers and approvers to resolve any issues that arise with supplier invoices.
- Responsibility for monitoring aged creditors control account.
- Weekly processing of Cashbook and petty cash cheques.
- Reconciliation of supplier statements and accounts
- Actively manage supplier portals for statements, invoices and payments
- Accurately manage and post VAT payment schedules to supplier accounts
- Processing BACS payments and ad-hoc payments
- Create and maintain farmer records on MAPS
- Produce monthly statutory milk reporting on MAPS
- Filing and scanning of invoices.
- Proactive approach to task and finding ongoing improvements
- Carry out any other associated tasks as requested by the senior management team.



## **Skills (Essential):**

- Previous accounts office / purchase ledger experience
- Pro-actively solve problems and issues, with creative solutions.
- Ability to identify change and work with team to implement change effectively.
- Ability to review and question costs going through the business.
- Strong ability to communicate at all levels in the organisation
- Strong organisational skills and ability to work effectively and efficiently.
- Excellent written and oral communication skills.
- A team player with a positive and flexible attitude.
- Takes responsibility for personal development, and continued professional development.
- Ability to plan for short & long term activity.

## **Skills (Desirable):**

- Excellent IT Skills (excel word & outlook) with good data entry ability
- Knowledge of accounting packages Sage or similar
- Excellent verbal and written communication skills, including the ability to communicate effectively with internal and external customers
- Ability to work independently managing own workload, displaying initiative whilst always respecting a team working ethos
- Ability to work under pressure and meet deadlines

## **Key metrics:**

650 active suppliers which includes 62 farms.

1750-2000 invoices received each month

Regular payment runs each month between £1M and £3.5M

Ad hoc payments when required by the business