

Accounts Payable Clerk

Job Specification



About the role:

Academia are seeking an Accounts Payable Clerk to join our dedicated and passionate finance team. This is a full time, permanent opportunity based at our headquarters in Hemel Hempstead. The role will be reporting into the Group Financial Controller.

The ideal candidate will have previous experience working within a Finance team where you have been involved in both Sales Ledger and Purchase Ledger.

This is an exciting opportunity for an individual who enjoys problem solving and working in a dynamic business operating in numerous markets.

You will be responsible for:

The successful candidate will be responsible for the day to day processing of purchase invoices and the generation of the associated sales invoices, dealing with queries and resolving issues as they arise in a timely manner.

Other elements of the role included preparing supplier payments, credit card analysis and reconciliation of the invoice discounting account.

You will need to work well as part of a team, and will share responsibility for dealing with finance related tickets, answering calls and taking customer payments as well as other administrative duties.

Key Skills:

- A keen eye for detail
- Excellent communicator (both written and verbal)
- Strong literacy & numeracy skills with comprehensive grammar and extensive vocabulary
- Ability to work under pressure and to tight deadlines
- Strong work ethic and ability to manage multiple and conflicting deadlines
- Capability of working in a team as well as individually
- Strong grasp of Microsoft Office
- Good problem solving skills
- A “right first time” attitude

Why Academia?

Academia Group is a fast growing, highly accredited, award-winning group of technology companies with a strong footprint in the educational space. We specialise in supplying software, IT hardware, training and managed service solutions to both public and private sectors. We have an open fun-based working culture in a fantastic working environment.

Established in 2003, we employ over 150 dedicated professionals across multiple locations throughout the UK with a group annual turnover of over £90m. We partner with

the world's leading technology manufacturers and have the accreditations, certifications and awards to demonstrate our expertise and ability.