**Job description**

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| **Role title:** | Accounts Payable Clerk | | | | | **Version number:** | 1.1 |
| **Reports to:** | Accounts Payable Supervisor | | | **Directorate:** | | Finance | |
| **GGS:** |  | | | **Location:** | | Amersham/Reading | |
| **Organisation structure & department profile:** | MBNL is the 50/50 joint venture established between Three UK and Everything Everywhere to consolidate their radio access networks to achieve a shared 3G network with greater capacity and coverage at lower cost. The consolidation was completed on target during October 2010. MBNL is now moving into Phase 2 of the project. The consolidation was one of the biggest and most complex projects of this nature ever undertaken, with projected savings in the billions of pounds. Phase 2 is to ensure we continue to deliver excellence, realise savings and ensure the Best Network. | | | | | | |
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| **Role purpose:** | Perform accounting transactions in accounts payable and accounts receivable ledger in accordance with policy. Follow up with suppliers, customers and internal business to resolve any queries in an effective and timely manner | | | | | | |
| **Key Responsibilities & Accountabilities:**  **(In priority order)** | * Register supplier invoices accurately, completely and timely in the accounting system , following the three way match process   and follow up with business owner on any discrepancies   * Raise sales invoices in accordance with the approved invoice requested by the business and perform cash receipt from customers against open customer invoices. * Perform debt collection enquries in a professional and timely manner and ensure aged debt are timely recovered * Verifies vendor accounts by reconciling supplier statements and related transactions .Timely & accurately prepare statement reconciliations for review * Resolve suppliers’ and customers’ queries (including the status and content of invoices) and liaison with business Managers if necessary * Complete month end Balance Sheet reconciliations in AP and AR resolving any issue found * Produce monthly reports and assist with month end closing * Support internal and external audit activities by retrieving the required evidence   Ad hoc support   * Provide support to internal finance members for ad-hoc accounting support and queries | | | | | | |
| **Key Challenges:**  **(in priority order)** | * Challenging business to adhere with guidelines, No PO No Payment * Critically review and challenge any invoices/GRNI more than three months old in the invoice verification report and GRNI report respectively | | | | | | |
| **People Management:** | **Line Manager?** | | | | | no | |
| **Virtual (project) Manager of people?** | | | | | no | |
| **Responsible for:**  allocation of work (task based)  setting direction (objective based)  performance management  recruitment  absence management | | | | | No  no  no  no  no | |
| **No of direct reports:** | | | | |  | |
| **Overall team size (headcount):** | | | | |  | |
| **Other People Mgt comments:** |  | | | | | | |
| **Financial:** | **Budget manager** | | no | |  | | |
| **OPEX responsibility** | | £ | | n/a | | |
| **CAPEX responsibility** | | £ | | n/a | | |
| **P&L responsibility** | | £ | | n/a | | |
| **Other Financial Impact comments:** |  | | | | | | |
| **Key Relationships:**  **(level, nature & purpose)** | **within own function:**  Commercial Finance Manager  **across other function:**  Business owner with purchase order, goods receipt and supplier invoice responsibilities  **external suppliers:**  Shareholder Finance  MBNL Suppliers  External Bank  **external customers:**  Shareholder Intercompany Accounts Payable Team | | | | | | |
|  | **Other key relationship comments:** | | | | | | |
| **Key MBNL behaviours** | **Shine:** Be an ambassador for MBNL.Be courageous and resilient. Grow and stretch yourself, rise to the challenge  **Collaborate:** Be positive. Actively seek others out and build effective relationships. Have open, honest & transparent conversations  **Deliver:** Create a plan, regularly review and measure against that plan. Have a can-do attitude, learn from your experience  **Lead:** Create, innovate and inspire. Challenge the norm and bring people on the journey | | | | | | |
| **Critical Knowledge & Experience (non time related):** | **professional / technical**  professional qualifications or equivalent; technical skills | | | | | | |
| **must have:** | * Experience of end to end Accounts Payable/receivable clerk processes. * Strong working knowledge of finance systems (ideally an ERP system such as SAP or Oracle) as well as MS Office applications.   Basic book keeping fundamentals   * The ability to communicate with staff and customers at all levels are also essential for this role. | | | | | |
| **nice to have:** | * IFS software knowledge | | | | | |
| **business / context**  internal company knowledge (policies; procedures; strategies); industry background; knowledge of external market | | | | | | |
| **must have:** | Strong accounting fundamentals  Intermediate Excel  Keen attention to detail and the ability to identify issues and address them  Ability to work to deadlines | | | | | |
| **nice to have:** |  | | | | | |
| **Any other comments:** |  | | | | | | |