

Job Description

Job Title: Accounts Payable Clerk

Location: Abingdon - HO

Department: Finance

Position Reports To: Financial Controller

Company Overview

Gigaclear is a high growth company delivering fibre-optic broadband to underserved rural communities in England. Started in 2010, the company is expanding rapidly across England. With head offices based in Abingdon, Oxfordshire and a significant proportion of staff based in the field Gigaclear currently has over 250 employees and is pursuing ambitious growth plans.

The Finance team produce monthly management accounts, supporting KPI's, provide commentary and variance analysis to support board & business decision making.

Purpose of the job

Due to the nature of our business, we have large volumes of invoices coming into the business that need to be processed accurately and in a timely manner.

Key Accountability & Responsibilities

- Process employee expenses and supplier invoices, handle supplier queries & reconcile statements.
- Manage supplier on-boarding and purchase order process.
- Prepare weekly payment run for approval and payment.
- Monthly tracking (by project) of capex spend, depreciation etc.
- Balance sheet reconciliations.
- Bank reconciliations.
- Ad hoc project work as required.

Knowledge & Skills

The successful candidate will have extensive experience in an accounts payable role with good excel skills, verbal reasoning and communication skills. They must be able to manage and prioritise their workload and recent or previous use of Sage is desirable.

Qualifications & Accreditations

AAT Level 4 would be advantageous but isn't essential

Our Values

Find a way - we will work together to deliver market-leading solutions and provide customer service excellence to our communities

Do the right thing - we always base our decisions on what we believe is fair, considerate and in the best interest of our customers and our colleagues

Be committed - we are all accountable for our actions and work relentlessly with our many customers to deliver on our promises

Keep it simple - we take potentially complex and confusing information and we make it easy for everyone to understand

This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may be varied (after discussion), subject to the needs of the business and in keeping with the general profile of the role.