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## Job Description

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<b>Job Title:</b>	Sub Contractor Accounts Payable Clerk
<b>Reports To:</b>	Transactional Services Manager
<b>Direct Reports:</b>	None
<b>Key Internal Interfaces:</b>	Accounts Team, Transactional Services, Operations, Directors.
<b>Key External Interfaces:</b>	Business support outside the Finance department, as required

### About ITS

We exist to ensure the UK has the best full fibre networks, to provide the best gigabit capable connectivity and broadband to UK businesses through our growing partner community. This enables opportunity, progress, exploration, creativity, innovation, and commerce. Rapidly advancing technology means there's never been a more exciting time; for you, for business, and for the future.

### About the Role

The Sub Contractor Accounts Payable Clerk is responsible for overseeing the day to day processing of Sub Contractor vendor invoices, statement reconciliations and order conversion. The role is a key role within the team and will have experience of working on Sub Contractor invoices to ensure all payments are made in an accurate and timely manner whilst maintaining records and documentation in a correct and consistent way. The Sub Contractor Accounts Payable Clerk will collaborate directly and closely with vendors and internal colleagues in varying departments to resolve any payment discrepancies and support month end closing activity. The Sub Contractor Accounts Payable Clerk will be detail orientated, organised and capable of managing a high volume of transactions.

### Key Responsibilities

#### **Invoice Processing**

- Validating Sub Contractor statements against Operational work approved
- Review and verify invoices for accuracy and correct approvals.
- Code and enter invoices into the accounting system ensuring accurate documentation and payment details at all times.
- Consistently match purchase orders with vendor invoices to ensure accuracy of information.

#### **Payment Processing**

- Assist in the preparation of the payment run.
- Ensure accounts are reconciled prior to the payment run process.
- Monitor and review accounts consistently to ensure payments are up to date and matched ahead of month end closure.



### **Vendor Management**

- Communicate with vendors regarding payment enquiries, discrepancies and any issues.
- Respond to vendor contact in line with the Service Level Agreement (SLA) to ensure prompt resolution of disputes.
- Maintain vendor records including payment terms and contact information.

### **Reconciliation & Reporting**

- Reconcile vendor statements and accounts payable ledgers to ensure all transactions are accounted for and properly posted.
- Assist with month end closure by preparing reports and reconciling accounts payable balances.
- Assist in preparing accruals and other required reports for financial reporting purposes as required by the Management Accounts Team.

### **Compliance & Internal Controls**

- Ensure adherence to company policy and procedure for accounts payable transactions.
- Maintain proper record keeping of all invoices, payment records and other documentation as required for audit purposes.

In addition to the responsibilities listed above, the job holder may be required to perform other duties as assigned from time to time by their manager or a senior leader.

### **About You**

#### **Qualifications/Experience**

- Minimum 2 years' experience with Sub Contractor Accounts Payable work
- Strong understanding of Accounts Payable processes, vendor management and internal controls.
- Proficient in accounting software, Business Central preferred.

#### **Skills/Abilities & Relevant Competencies.**

- Essential Intermediate Excel level
- High level of attention to detail and accuracy in data entry and record keeping.
- Strong communication and interpersonal skills.
- Ability to work well independently and collaboratively within a team in a fast paced environment.
- Sound knowledge of Microsoft Office Suite

#### **Working Patterns:**

- This position typically operates in a standard office environment with a hybrid option to work one to two days per week from home with the remainder in the Daresbury location offices.
- Occasional travel may be required to attend meetings, training, conferences or other business events.

#### **Equal Opportunity Employer:**

ITS is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.