

JOB DESCRIPTION

Accounts Payable (part time)

JOB TITLE:	Accounts Payable
SALARY:	£24,110 – £26,350 pro rata plus benefits (negotiable depending on qualifications and experience)
HOURS:	3 days (22.5 hours) per week
HOLIDAYS:	33 days including bank holidays, pro rata
REPORTING TO:	Finance Manager
LOCATION:	BeyondAutism, Roehampton and/or WFH
REVIEW PERIOD:	Six Months

JOB SUMMARY

- To run the accounts payable side of the finance team. To undertake a full range of financial and administrative duties and to ensure the efficient and effective running of the finance department.
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JOB DETAILS

Books of prime entry

Maintenance of purchase ledger including but not limited to:

- Authorisation and verification procedures
- Processing of purchase invoices
- Preparing payments schedules
- Reconciliation of supplier accounts
- Entering and reconciling the monthly credit card statements
- Processing of petty cash and paypal transactions

Management information

- Preparation of ad hoc reports as requested

General responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism.
- To safeguard young people and vulnerable adults at all times.
- To act in accordance with data protection and confidentiality requirements
- To undertake additional tasks as directed by the Finance Manager and the Finance Director