



# An alternative career in finance

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## Accounts Payable Clerk

Following strong organic growth, we are on the lookout for bright individuals to join our team; individuals who are smart, motivated and want to deliver excellence in fund and corporate services.

Since our inception in 2001 we have placed a strong emphasis on the personal and professional development of our employees, providing an opportunity for individuals to truly progress and shine. This investment on the people behind our services has paid off and we are proud to have maintained an industry-leading employee retention rate for over ten years.

To find out more or apply, visit [aztecgroupp.co.uk/careers](http://aztecgroupp.co.uk/careers), email [careers@aztecgroupp.co.uk](mailto:careers@aztecgroupp.co.uk) or call us on +44 (0) 1534 834456.

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# Job Description

## Accounts Payable Clerk

### Reports to Finance Manager

The purpose of this position is to assist in the management of supplier invoices, personal expenses and credit card forms, and to support Financial Management reporting requirements, through the various aspects within the system, and the day to day functioning of the Finance Accounts team.

#### Key Responsibilities:

- + Monitoring the accounts payable inbox daily and categorising all the personal expense and credit card forms/queries
- + Liaise with suppliers and internal personnel, as and when needed, to help resolve any issues and deal with any queries as they arise, or to escalate where necessary
- + Process personal expense claim forms and ensure the completeness and accuracy within the financial system
- + Process credit card expense forms into the Accounts Payable module and liaise with credit card holders regarding any queries, to ensure completeness and accuracy
- + Assist with the recording and payment of supplier invoices, ensuring accuracy always
- + Assist the finance team with the development of financial system and other projects as and when directed

#### Skills, knowledge, expertise:

- + Computer literacy skills are essential although on the job training will be provided
- + Attention to detail and accuracy
- + Ability to manage own workload, work independently and as part of a team
- + Very good administration and organisational skills are required for this busy role

We will provide the training, both in-house for relevant technical knowledge and also professional qualifications to enhance your professional development. You will need to be quick to learn new systems and great with people, as close working relationships between our colleagues and clients is at the heart of what we do.

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