

JOB DESCRIPTION

Job Title: Accounts Payable (Part Time – circa 20-25 hours per week)

Reporting to: Finance Manager

Location: Lower Eashing, Godalming

General:

Headquartered in Surrey, we are a dynamic and driven organisation that provides professional services and construction consultancy to the industrial, commercial, and residential property sectors. Historically based solely in the UK, Lysander has recently expanded into the European markets with great success, and we expect further growth across Europe in the coming years.

Role Overview:

The role is part time and is required for between 20-25 hours per week and is part of a small team in the Finance department and based in our head office near Godalming.

Key Responsibilities:

All aspects of accounts payable. Including but not limited to;

- Uploading/posting invoices to the accounts system and database (Rapport 3) as applicable.
- Obtaining invoice approval/signoff.
- Running weekly supplier payment reports, obtaining approval and uploading them to the bank portal (BACS files).
- Raise and resolve queries with suppliers.
- Dealing with employee queries and posting personal expenses.
- Reconcile statements to accounts.
- Updating weekly cashflow report.
- Corporate credit card processing and maintenance of credit limits.
- Maintain disbursement schedule (costs rechargeable to clients).
- Preparation of information for auditors and EU accountants.
- Ad hoc support to Finance Manager & Directors.

Person Specification:

- Minimum of 3 years' experience of Accounts Payables.
- Willingness to embrace and effect change.
- Advanced Excel skills are required, while familiarity with Xero accounting software strongly preferred.
- High degree of accuracy and attention to detail.
- Ability to demonstrate a thorough, methodical, and logical approach to work.
- Excellent interpersonal skills, both written and verbal.
- A team player but also able to work independently.
- Problem solving skills.

Benefits:

- Competitive salary.
- 5% Pension.
- 27 days holiday (3 to be used for Christmas break).
- Private health insurance.
- 4 x Life Assurance.