



## **Accounts Payable – FTC**

### Job Summary

Suitable candidate will be responsible for managing the Club's payables process, ensuring accurate and timely payments to contractors, suppliers, and other creditors. This role involves processing invoices, reconciling accounts, and maintaining accurate financial records.

### Responsibilities:

- Invoice Processing: Review and verify invoices for accuracy, completeness, and compliance with Club policies before processing for payment.
- Payment Processing: Prepare and execute payments to supplier via electronic transfers, or other payment methods, ensuring timeliness and adherence to payment terms.
- Account Reconciliation: Reconcile accounts payable transactions and resolve discrepancies between vendor statements and internal records.
- Vendor Management: Maintain positive relationships with vendors and suppliers, addressing inquiries and resolving issues related to payments or invoices.
- Record Keeping: Maintain accurate records of all accounts payable transactions, including invoices, receipts, and payment confirmations.

### Experience:

Previous experience in accounts payable or a related field is advantageous.

### Skills:

- Proficient in Microsoft Office Suite, particularly Excel.
- Strong analytical and problem-solving skills.
- Excellent attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Strong organisational and time-management skills.
- Good communication skills, both written and verbal.