

Job Description



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| Job Title: Accounts Clerk | Grade: 2 |
| Department: Finance | Date: 16.06.21 |
| Reporting to: Finance Manager | |

Position Overview

This person will predominantly be responsible for the Accounts Payable function within the business (to compile, process and pay supplier invoices).

Work Pattern

15 hours per week ideally over 3 days.

Main job functions

Responsible for receiving and processing all supplier purchase invoices for payment, which includes the following key tasks:

- Setting up new suppliers in the ledger (as per new supplier forms submitted), agreeing payment terms and ensuring due diligence is carried out as per company policy.
- Ensuring all supplier invoices received are correct.
- Reconciling invoices to purchase orders and delivery notes to invoices.
- Coding invoices onto Access Dimensions.
- Ensuring all invoices are properly reviewed and approved prior to payment.
- Processing invoices in a timely manner to ensure suppliers are paid as per agreed payment terms
- Preparing twice monthly payment runs to approval level.
- Reconciling supplier statements and raising any queries as necessary.
- Proactively managing aged invoice queries and resolving them
- Bank account postings and allocation of payments.
- Maintaining FX rates in Dimensions and processing non GBP payments
- Maintaining accounts payable filing and archiving
- Ensuring supplier account information on the ledger is up to date
- Ensuring that other relevant documentation (e.g. certificates of conformity for winery products) are passed to correct staff member for ongoing retention.

Experience required

- Previous experience working in an Accounts Payable role.
- Previous experience of working with Access Dimensions desirable but not essential.
- Understanding/experience of working in a finance department and to be part of a busy team.
- Numerate and analytical/ IT literate (Excel, Word, Outlook & MS Teams)

Personal characteristics

- Strong communication skills (both written and verbal)

- Strong attention to detail
- Ability to build strong working relationships with the rest of the Finance team and across the wider business
- Problem solver with good use of initiative
- Able to time manage and priorities own workloads and deadlines
- Self-motivated and able to work within a team and independently.
- Looks to proactively develop skills and expertise and apply in every detail
- Discreet and able to maintain confidentiality.

Ridgeview has committed to the decision-making strategies of B-Corporation and are currently underway in our accreditation process. The high standards of B-Corp include transparent Governance, promoting sustainable and profitable working practices, supporting our local and industry community along with providing our staff, customers, suppliers and stakeholders with a purpose as a force for good. Ridgeview measure our performance against these standards and work to continuously improve the ethics of our business. <https://bcorporation.uk/about-b-corps>

Ridgeview Wine Estate has a fundamental and passionately held commitment to ensuring that our workforce truly represents society, encouraging everyone to be best that they can be through celebrating and encouraging the uniqueness that every individual can bring through diversity. We welcome all to join us on this inclusive journey. We are proud to be Disability Confident (Committed) <https://disabilityconfident.campaign.gov.uk/>

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| NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation. |
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