

## JOB DESCRIPTION

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|------------------------------|--------------------------------------------|
| <b>Job Title:</b>            | Accounts Payable Administrator (full time) |
| <b>Directly reports to:</b>  | Company Secretary                          |
| <b>No of Direct Reports:</b> | 0                                          |
| <b>Location:</b>             | Glasgow                                    |
| <b>Salary:</b>               | Competitive, dependent on experience       |
| <b>Working hours:</b>        | 9.00am to 5.00pm, Monday to Friday         |

### Position Summary:

Full time role available for an experienced Accounts Payable Administrator to support accounts transaction processing for Wallace Whittle and its subsidiary companies. The role is ideal for someone with strong accounts payable experience, excellent attention to detail, and confidence using Sage, including Sage 200.

### Responsibilities and authority:

- Support the full accounts payable process for Wallace Whittle and subsidiary companies.
- Ensure supplier invoices are processed accurately, efficiently and on time through the accounts payable system.
- Maintain accurate and complete supplier information, including new supplier set-up and changes to supplier details.
- Process, code and file supplier invoices and credit notes accurately and promptly using Sage and Sage 200.
- Deal with supplier queries, including payment queries, remittance requests and confirmation of bank account details.
- Monitor invoice approval workflows and follow up with internal approvers where required to ensure timely processing.
- Check employee expense claim forms and support accurate recording of expenses.
- Reconcile company credit card transactions and supplier statements.
- Support payment runs, supplier account maintenance and month-end accounts payable processes.
- Respond professionally to supplier and internal finance enquiries.
- Carry out any other ad hoc finance and administration duties as required.

### Specific skills, knowledge, competencies and training:

- Previous experience in an accounts payable, purchase ledger or transactional finance role.
- Experience using Sage is essential; Sage 200 experience would be highly desirable.
- Strong understanding of accounts payable processes, supplier account management and invoice approval workflows.
- Excellent interpersonal and communication skills, with the confidence to deal with suppliers and internal colleagues.
- Ability to work under pressure, prioritise workload and meet deadlines.
- Good problem-solving skills and the ability to identify and resolve invoice or supplier account issues.
- High level of accuracy and attention to detail.
- Competent in Microsoft Office, particularly Excel.
- A proactive and reliable team player with a professional approach.

### Benefits:

At Wallace Whittle, we offer a mobile working benefit that allows employees to apply to work from home for up to two days per week. In addition, our comprehensive benefits package includes the option to purchase additional annual leave, a Pension Plus scheme, preventative healthcare checks, electric and hybrid vehicle salary sacrifice schemes, and a variety of other flexible benefits designed to support employee wellbeing and work-life balance.