

ACCOUNTS PAYABLE CLERK

Business function: Business Support

Closing date: 28 February 2019

Reports to: Finance Manager

Start: From March 2019

Location: Near Tonbridge, Kent

Salary: £16,000 to £20,000 depending on experience

Terms: Permanent full time. Flexible working considered.

TRULY FIBRE, TRULY FAST

We're expanding our team as we transform broadband in Kent and beyond. If you'd like to join us on our exciting journey, we'd love to hear from you. We are building our own fibre optic networks to homes and businesses using Fibre to the Premises (FTTP) technology – this means we can offer our customers the highest speed and highest quality broadband services in the country – guaranteed! The Trooli networks are modern, future-proof and fit for the digital age.

THE ROLE

We're a small company with a very exciting future. You will be joining our Finance team to help the company expand its fibre network by managing our financial transactions with our suppliers. You will work closely with the Finance team manager.

Responsibilities

- Codifying invoices against a table of nominal codes
- Logging invoices onto Sage and performing weekly reviews of the invoice log
- Confirming invoice value against requisition and taking up any queries
- Maintaining payment details on our billing platform
- Managing the operational purchase ledger
- Conducting daily bank reconciliations, including PayPal
- Preparing payment runs
- Resolving invoice queries from suppliers and reconciling supplier statements at month end
- Processing of credit card statements and processing staff expense claim forms
- Ensuring that the purchase ledger is closed in accordance with month end reporting
- Assisting with month and year end procedures.

Your experience

You will have prior experience in Accounts Payable and a working knowledge of Sage.

Your skills and personal attributes

- AAT qualification or be willing to work towards this qualification on the job
- Confidence with Microsoft Office, particularly Excel
- An exceptional communicator who can build relationships with ease
- Impeccable organisational and time management skills
- Have a flair for detail and produce highly accurate work
- High level of numeracy.

Training we provide

- AAT qualifications where required.

Our values

- **Integrity:** be transparent and honest with our customers and with each other.
- **Passion:** be excited about what we do.
- **Develop:** invest in each individual.
- **Continual improvement:** work smarter, not harder.
- **Proactive:** take responsibility.
- **Teamwork:** support and collaboration.
- **Quality:** we do what we do well.

Trooli is a leading-edge technology company and as such we do not expect all our potential recruits to have experience in what we do. Don't worry, we are looking for highly motivated people that are willing to learn and are excited by the prospect of a new challenge.

If you think you are the person we are looking for, please send your CV to careers@trooli.com prior to the closing date.