



Trump International Golf Links
SCOTLAND

JOB DESCRIPTION: ACCOUNTS PAYABLE ASSISTANT

Job Purpose: To provide administrative and financial support to the Financial Controller ensuring that payments and expenditures are monitored and processed in an efficient, effective and accurate manner and that suppliers and vendors are paid within established timescales.

Reports to: Financial Controller

Department: Finance

Key Duties & Responsibilities

- Take responsibility for the day to day processing of all purchase invoices (between 300-400 per month) ensuring that invoices are checked and prices are correct and that any discrepancies are investigated and dealt with appropriately
- Ensure that invoices are authorised for payment by relevant department managers and matched to purchase orders where applicable
- Ensure that invoices are recorded and entered on the Sage 50 system using appropriate account codes and that payments are posted on the system appropriately
- Following authorisation of invoices organise payment runs, scanning invoices and preparing cheques for mailing
- Deal with all enquiries related to invoices/payments, answering telephone calls and emails and liaising with relevant departments as necessary to ensure enquires are dealt with in a professional and timely manner
- Set up new supplier accounts and amend existing supplier details as necessary
- Reconciliation of daily cash ups
- Perform administrative duties such as typing, photocopying, filing and printing
- As required, assist with raising sales invoices including recording invoices on the Sage 50 system and following up receipt of monies
- As required, assist with account reconciliations as well as identifying and correcting accounting errors
- Any other duties as reasonably directed Controller or other member of the management team at Trump International

Requirements for the role

- Previous experience in a similar role
- Good IT skills and knowledge of using Excel and accounting software
- Accounting qualification would be advantageous (HNC, HND, Degree or equivalent level)
- Meticulous eye for detail and exceptional planning and organisational skills
- Good telephone manner
- Ability to multitask and work in a busy, fast paced and challenging environment
- Ability to take initiative and a practical approach to problem solving
- Positive and flexible approach to work