

ACCOUNTS PAYABLE & TREASURY ASSISTANT (Fixed Term Contract – 1 Year)

Location: Priory Business Park, Bedford

Salary: £24,000 to £30,000 p.a. (*depending on experience*)

Hours: Full Time (FTC – 1 Year)

The Company:

Verifile is the UK's leading provider of CV verification and background screening services. Whilst we still have the feel of a start-up, this business has been trading for 15 years and is now an established market leader, with our services used globally and with an impressive customer base.

Fresh off the back of winning the prestigious Queens Award 2019 for Enterprise, we can genuinely say that this is an outstanding opportunity to join this exciting and rapidly expanding company.

Purpose of the position:

To be a key contributor in our small but busy Finance team by processing Accounts Payable and credit card transactions through to payment-run and bank payment. Other key responsibilities include managing the day-to-day treasury and petty cash activities, including input and reconciliation to accounting system (Sage 50).

The ideal person for this role:

- The Accounts Payable Assistant must have a proven experience in accounts payable and treasury roles
- Experience with Sage accounting systems is beneficial and desirable
- Candidate must possess a strong attention to detail
- Able to liaise effectively with colleagues at all levels of seniority
- Strong communication skills when dealing with suppliers in respect of queries and issues
- Proactive approach to solving problems and completing tasks

Key Responsibilities:

Undertake Accounts Payable and Treasury tasks to effectively service our suppliers and help control our cash positions;

- Process all incoming purchase invoices into the relevant group company
- Prepare monthly payment runs for review by FD and CEO
- Analyse and process all credit card transactions
- Input all bank transactions into Sage 50 and prepare daily position report and periodic bank reconciliations
- Periodically reconcile the intercompany balances of the four active Verifile group companies
- Maintain and control sufficient multi-currency petty cash balances to allow operational colleagues to undertake necessary checking
- Other ad hoc tasks as required

Essential requirements

- Thorough understanding of Accounts Payable and Treasury requirements in a small business
- Proven experience of using accounting systems (Sage or similar)
- Ability to operate in a multi-company (group) environment with frequent intercompany transactions
- Experience of preparing and submitting periodic VAT returns
- Excellent communication skills

The Rewards:

We are pleased to be able to offer our employees a wide range of facilities/services which help to provide a stimulating working environment:

- A diverse international community
- A stimulating, knowledge-based environment
- On-site refreshment facilities including beans-to-cup coffee machines
- Company treats and events every month
- Employee-led charity events
- Big company Christmas party and other seasonal treats
- Green open space with outdoor seating
- Environmentally friendly policies
- Free car parking
- Modern, spacious offices with air conditioning

Core Benefits:

- A competitive salary which will be reviewed annually.
- 22 days paid holiday plus Bank Holidays
- Pension scheme (Auto-Enrolment).
- Exclusive perks and big discounts through Perkbox.

Additional Benefits

- Employee referral scheme: receive £1,000 for introducing a new employee!
- Summer and Christmas events.

Diversity

Through diversity, we aim to create a culture in which everyone can work together harmoniously with dignity and respect and realise their full potential.

* Please be made aware a full pre-employment background check is required for this position.

** This ad is not intended to discriminate in anyway



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