



## **Accounts Payable Clerk**

### **The Role:**

To administer, manage, and reconcile all aspects of assigned Supplier Accounts, ensuring processes are followed and all supplier accounts are up to date, accurate and paid in a timely manner, ensuring audit & process compliance.

### **Key Responsibilities:**

Sorting post, dealing with exceptions and any urgent requests, particularly on stop accounts

Register Purchase Ledger and Sub contract invoices & credits daily

Overhead invoices registered and forwarded for authorisation, ensure these are then processed & matched to a GRN (residual match) in time for their payment run

Query resolution monitoring and control

Supplier reconciliation (to receive in excel format) to be performed in line with KPI's

Chase any missing invoices or credits with vendor and request a copy

Accounts Payable Journals – to correct errors etc.

Prioritise and deal immediately with any Over-due letters/7 day notice letters etc.

Check and authorise payment proposal print, raise journals to correct any errors

Vendor master file set up & maintenance checking all details are up to date with correct name, address and bank details

Ensuring the supplier email address recorded in the system is up to date and correct.

Work with Cost clerks, QS's, procurement and suppliers to ensure audit/process compliance and identify opportunities for improvement

Creating/reviewing SOP's for your process

Working to agreed performance standards/targets

Run, check and authorise payment proposal print, once authorised by Manager execute for payment & pass to Treasury

Providing remittance information to vendors as & when required

### **Contribute to the improvement of processes**

Understand and respond to the needs of Vendors, team members, colleagues and managers

Raise issues and concerns constructively and offer solutions

### **Key measures & targets:**

No of invoices/credits registered against daily/monthly targets

Accuracy of data entered – error rate

Monthly Supplier Reconciliations – set against KPI

No accounts on stop

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No of queries not resolved within a timely period  
Monthly reporting & KPI's  
No of invoices not registered at month end

## **Key relationships:**

Accounts Payable Team  
Transactions Manager  
Finance Team  
Procurement  
Cost Clerks  
Quantity Surveyors  
BCS  
Internal and External customers

## **Person Specification:**

The successful candidate is likely to meet all of the following criteria:

### **Essential**

The successful candidate is likely to meet all of the following criteria:

Strong IT skills including MS Office (Excel, Word)  
Strong verbal and written communication skills  
Ability to produce accurate, relevant information in a timely manner  
Work well with other colleagues  
Confident working with all levels of the business  
High level of professionalism  
Proactive in problem solving  
Adapts well working on their own or in a team environment  
The ability to work under pressure and to deadlines is required

## **Benefits:**

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

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In addition you may be eligible for entry into the Company's non-contractual bonus scheme, based upon, among other things, the performance of the employee and of the business unit and/or Company.

## About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 800 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

**Water:** Civil Engineering, Tunnelling, Pipelines and Utilities

**Transport:** Rail, Aviation, Waterways, Highways and Bridges

**Energy:** Power Generation, Power Transmission and Distribution, Waste

**Developer Services:** Civil Engineering across private sector developers UK wide

**Specialist Businesses:** Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

## How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to [careers@barhale.co.uk](mailto:careers@barhale.co.uk).

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.