

# Samworth Brothers

QUALITY FOODS



ROLE PROFILE			
Job title	Accounts Payable Associate	Date	Feb 2024
Business	Shared Services		
Department	Accounts Payable		
Location	Callington, Cornwall		
ROLE SUMMARY			
<p>Responsible for processing invoices for the Samworth Group to ensure suppliers receive their payments on time. Resolving invoice discrepancies by liaising with both the business and suppliers. Production and review of the business payments file whilst offering exceptional customer service to Suppliers, Business and any 3<sup>rd</sup> parties.</p>			
REPORTING STRUCTURE			
Reports to	Accounts Payable Team Lead		
Direct & indirect reports			
Key internal stakeholders	Shared Services Teams, Finance Directors, Line Managers, IT System Support Team		
Key external stakeholders	HMRC, Auditors, Suppliers		
KEY ACCOUNTABILITIES AND RESPONSIBILITIES			
<ul style="list-style-type: none"><li>• Responsible for Full-Cycle Accounts Payable processing including examining, verifying and reconciling a variety of transactions</li><li>• Ensure accurate records are maintained and targets for prompt payment are achieved</li><li>• Take control of aged creditors, clear invoice discrepancies and any aged items</li><li>• Processing of invoices and supplier statement reconciliations, supporting all purchase ledgers managed within Shared Services</li><li>• Performing Accounts Payable intercompany processing and reconciliation</li><li>• Dealing with internal and external supplier enquiries</li><li>• Ad-hoc admin tasks as designated by the Accounts Payable Team Lead</li><li>• Partnering / relationship management with the operations in the business</li><li>• Archiving and recording of invoices and other Accounts Payable paperwork</li></ul>			
QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE			
<ul style="list-style-type: none"><li>• Accounts Payable experience (desirable)</li><li>• GCSEs in English Language &amp; Math's</li><li>• Computer literate, including all aspects of Microsoft Office/Office 365</li><li>• Microsoft AX (desirable)</li></ul>			

**CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS**

<b>Competency</b>	<b>Descriptors</b>
Values People	<i>Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times.</i>
Customer Focus	<i>Is passionate about quality, striving to continuously make a positive difference for our customers and our consumers.</i>
Collaborative Team Working	<i>The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with our purpose statement and Company values.</i>
Flexibility & Adaptability	<i>The ability to change and adapt your behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs.</i>
Initiative & taking ownership	<i>Steps up to take personal responsibility and accountability for tasks in line with our purpose statement and our Company values.</i>