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| **RAC ROLE PROFILE** |

**Title: Accounts Payable Advisor Reports to: Accounts Payable Team Leader**

**Business: Finance Location: Bescot Grade: B**

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| **Role Purpose****Accounts Payable Advisor (B)**To support the Accounts Payable team by inputting invoices onto the Agresso payment system and by ensuring all invoices and payments are properly approved and processed to RAC suppliers in a timely manner, in accordance with the relevant terms and conditions. The individual will also be responsible for dealing with adhoc queries.  | **Key Responsibilities** * Registering of Invoices / Credits into Agresso
* Electronic document upload
* Reconciliation of supplier statements
* Personal and group inbox management
* Electronic document upload
* Liaising with suppliers and internal business staff to resolve invoice and account queries.
* Arranging one off payments for European Suppliers
* Working to deadlines, to ensure payments are processed in a timely manner.
 | **Qualifications, Skills, Specialist Knowledge & Experience** * Strong administration and organisation skills
* Good Record keeping & problem-solving skills
* Excellent attention to detail
* Strong IT skills
* Excellent interpersonal skills at all levels
* Ability to collate and present business information in a professional manner
* Inquisitive and challenging, never satisfied to accept status quo
* Ability to work off own initiative and self-manage
* Ability to work as part of a team and provide a flexible approach to support activities
* Ability to apply commercial thinking and understanding to gain the best possible financial outcome
 | **Competencies /Values** Need to exhibit behaviours consistent with RAC core values and competencies.Key competencies:* Achievement & Drive – Level 2
* Commercial Awareness – Level 2
* Building relationships – level 2
* Judgement & Decision-Making – Level 2
* Interpersonal & Influencing Skills – Level 2
* Team working – level 2
* Continuous Improvement – Level 2
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