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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 |