

# Accounts Payable

## ROLE PURPOSE

This role is responsible for supporting the day to day operation of the purchase ledger function. This involves invoice processing on the financial system, ensuring accurate authorisation and payment in accordance with financial policies, resolving supplier queries and ensuring the ledgers are up to date.

## KEY RESPONSIBILITIES

- Daily processing of all invoices received (c.100 p/d??)
- Working as part of the Accounts Payable team to ensure timely payment of all supplier invoices
- Support the monthly reporting for company results to Finance Manager (based in London) including any queries on costs and invoices
- Key point of contact for all internal and external clients in relation to purchase invoices, queries and payments
- Work as part of the Finance team, supporting colleagues where necessary
- Is an ambassador for the team and the company both internally and externally

## BACKGROUND AND EXPERIENCE

- Background in accounts payable required processing large volumes of invoices
- Experience working in a busy office, handling multiple queries, prioritising and delivering to agreed deadlines
- A self-motivated individual who naturally strives to be the best

## KEY SKILLS AND COMPETENCIES

This role involves having the following key skills and competencies, namely:

- Strong attention to detail with excellent numerical accuracy.
- Constantly looks at improving processes and tasks
- Able to effectively multi-task and take responsibility for organising their own time
- Ability to work independently
- Excellent communication skills
- Diligent individual who can 'think' and 'do' and is happy to work at the required level of detail
- Team player who is able to work on own initiative
- Proficient level of IT literacy – to include MS Office packages
- Great initiative and a really hands-on attitude – able to see issues as they arise and respond/escalate as needed

## MEASURES OF SUCCESS AND KEY STAKEHOLDERS

- The main KPI for this role will be the timely processing and payment of supplier invoices.
- The key stakeholders will be the finance team (specifically the Finance Manager and Management Accountants).

# Working at Instant

## About The Instant Group

Founded in 1999, The Instant Group is a workspace innovation company that rethinks workspace on behalf of its clients injecting flexibility, reducing cost and driving enterprise performance. Instant places more than 7,000 companies a year in flexible workspace such as serviced, managed or co-working offices including Sky, Network Rail, Capita, Serco, Teleperformance, Worldpay, and TMF making it the market leader in flexible workspace.

Its listings' platform [Instant Offices](#) hosts more than 12,000 flexible workspace centres across the world and is the only site of its kind to represent the global market, providing a service to FTSE 100, Fortune 500, and SME clients. With offices in London, Newcastle, Berlin, Haifa, Dallas, New York, Miami, San Francisco, Hong Kong, Sydney, Singapore, and Kuala Lumpur, The Instant Group employs 230 experts and has clients in more than 150 countries. It has recently been included in the 2018 Sunday Times' HSBC International Track 200.

## A business is only as good as its people

It's not all noses to the grind-stone though; Instant is a fun and dynamic place to work, where colleagues support one another and where the next social event is always just round the corner. We have been rated as one of the best small companies to work for and as one of the top companies with the fastest-growing international sales by the Sunday Times and are committed to continuing to make Instant a great place to build a career.

Instant is a values-driven organisation. We adopt and live by our values:

- We are passionately client focussed 24/7, 365
- We operate with integrity and a sense of fun
- We build long term client relationships based on trust
- We question convention with the desire to improve performance
- We collaborate in teams to create solutions that solve client problems
- We strive for excellence in all that we deliver
- We attract and develop the most talented people

We are a fast growing business with an exciting and vibrant atmosphere, where staff are encouraged to think for themselves and are rewarded for contributing to our success.

To support our ambitious growth plans, we want to attract and develop the best people – resourceful, committed individuals with relevant experience and a client-centric mindset.

## The details

We pay market salaries and the right person will be offered a package according to their experience.

You will work 9am to 6pm Monday to Thursday and 9am to 4pm on Fridays.

## For more information please contact Alice Mitchell:

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