



Accounts Payable Assistant – Stock Team

We are currently recruiting for an Accounts Payable Assistant to join our Stock team in a rapidly expanding retailer. Mountain Warehouse currently trades from over 380 stores including 75 stores across Europe & North America. We also have a thriving e-commerce site and trade through a number of online marketplaces, such as Amazon & Ebay, both in the UK and internationally.

Reporting to the Accounts Payable Manager, you will play a key role in ensuring the accurate and timely capture & payment of invoices.

Role

- Process multi-currency stock invoices including matching invoices to our Purchase order numbers
- Identifying and resolving mis-matched transactions
- Management of our email box
- Archiving of invoices from emails or our portal
- Working with colleagues to prioritise invoices based on delivery date
- Managing creation of payment runs including back up documentation and importing into our banking software.
- Ensure delays at customs / warehouses are minimized by ensuring priority invoices are matched, paid and advised to our third party logistic company and the supplier.
- Review aged creditors and pro-actively clear balances in conjunction with the Finance team
- Manage deposits paid to suppliers
- Aged creditor reviews and clearance of aged transactions
- Work with our buying & logistic teams to increase communication and efficiency between teams.
- Liaising with internal and external contacts to resolve invoice queries in a timely manner
- Supporting co-workers within the team and working together to achieve business targets
- Other ad-hoc duties as required

Skills & qualification

- Relevant experience working in an accounts payable role
- High level of numeracy and strong IT skills (particularly Excel)
- Excellent attention to detail, performing all work with high levels of accuracy
- Good spoken and written communication skills and initiative to problem solve
- Organisational and time management skills with ability to work to deadlines
- Open, friendly person who is proactive, keen to develop and work as part of a growing team