



In 1997, we launched Mountain Warehouse to make the outdoors accessible to everyone by offering value for money product and exemplary customer service.

The outdoor industry had become very jargon heavy and we wanted to create a brand that would cater to our mothers and our neighbour 's kids as well as seasoned professionals who understood the technology.

Our expansion since then has seen the brand grow and the product evolve, but the small family business that makes MW special has remained. Great product is at the heart of everything we do.

As we expand internationally we employ a team of dedicated diverse people to offer our valued customers the best possible experience when visiting our stores, shopping online and putting our range through its paces.

Welcome to our journey.

**Accounts Payable Assistant – International team**

We are implementing a new system over the next 6 months and need a reliable supervisor to oversee the running of the non stock international team. Reporting to the Accounts Payable Manager, you will have three direct reports.

You will be supporting the team in Key tasks, include:

- Ensure the processing of invoices are accurate and in a timely manner
- Reviewing suggest payment runs and that payments are approved and paid bystrict deadlines.
- Creation of approved ad hoc payments as required
- Ensure postings of DD, manual payments and journals are completed by end of day
- Investigate and clear aged creditors on a regular basis
- Statement reconciliations
- Obtain and ensure processing of any missing invoices / credit notes
- Accounting for the correct treatment of VAT
- Obtain approval for clearance of any balances which are unable to be fully reconciled. e.g. due to age,
- Prompt and efficient resolution of queries from external and internal customers
- Regular communication and resolution of queries with the accounts payable manager and flag issues
- Working together to achieve business targets
- Ensure company policy's are adhered to
- Other ad-hoc duties as required

To be successful you must have:

- Minimum 5 years AP experience of accounts payable
- Great organisational skills and the ability to work under own initiative
- Excellent numeracy and excel - VLOOKUP's and Pivot tables
- Excellent attention to detail, performing all work with high levels of accuracy
- Previous experience with SunSystems, Vision Q&A and V1 is an advantage

You will be able to demonstrate:

- An open, friendly personality who is proactive
- A 'can do' attitude and not a 'not my job' attitude !
- Organisational Skills
- Great interpersonal and communications skills verbal & written
- The desire to develop and work as part of a team



**What's in it for you?**

- Competitive salary and benefits package
- Holiday allowance
- Free Parking
- WFH – one day a week, in the office mandatory
- 50% staff discount & 25% for family and friends
- Flexible hours
- Pension scheme