

**Role Title: Accounts Payable Assistant - Travel**

**Department: Finance**

**Job Family: Finance**

**Job Level: 4**

### About the role

Prepare, process and reconcile documents in line with Society procedures. To ensure all Travel tour operator statements and invoices are reconciled and paid to agreed payment terms. Maintenance of Creditors and control reports. Deal with supplier queries and requests promptly and courteously and review requests for new suppliers and changes in supplier details. Take on any other task within the Accounts Payable Team to ensure deadlines are met.

In addition, occasionally situations may arise that require the post holder to perform other duties or tasks as may reasonably be requested by the Society.

### What you'll be doing

The post holder shall:

- Reconcile all Travel tour operator statements using the appropriate Travel Systems to ensure all supplier payments for the relevant Travel business streams are made to agreed terms
- Identify and resolve any discrepancies between the Travel tour operator statements and Midcounties systems using all resources available
- Ensuring the Creditors report is reviewed and managed and all discrepancies are cleared or reasons identified for discrepancy. Items older than 6 months to be cleared from system and detail sent to Management Accounts
- Liaising with key travel contacts/stakeholders to ensure prompt resolution of outstanding holiday booking queries and payments
- Balance weekly payment runs between TARSC and accounting system by way of a Balance Sheet Reconciliation
- Internal adjustments/fees to be cleared from TARSC each period
- Visits to travel branches or consortia members to address and resolve outstanding queries and highlight any training requirements where necessary
- Identify process improvements and efficiency savings

- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.

In addition, all employees are expected to work within the terms of their contract of employment and adhere to Society policies and procedures.

### About You

- Administration/ Transactional Finance experience would be desired but not essential

### Scope

- Reports to: Accounts Payable Manager
- Budgetary Control: N/A.
- Key internal contacts are all internal departments and trading groups.
- Key external contacts are the Society suppliers.

