



**Job title**  
**Effective date**

<b>Outline Post Description</b>
Accounts Payable Clerk
September 2024

**Principal purpose of the role:**

To work with the Accounts Payable team to support the processing of invoices and maintenance of Supplier records across the European Finance function

**Main accountabilities:**

1	Processing Supplier invoices
2	Processing Supplier credit notes
3	Processing employee expense claims
4	Matching invoices and receipts
5	Resolving scanning and invoice queries
6	Reconciliation of Supplier statements
7	Replying to Supplier emails and maintaining the flow of the Accounts Payable inbox
8	Assisting with the maintenance and timely updating of Supplier records to ensure all information on file is accurate and accessible
9	Supporting the Accounts Payable Supervisor with Payment Runs and administration tasks as required
10	Providing cover across the Payables Team during holiday periods

**Person Specification:**

1	High capability re Baxters behavioural standards
2	Existing Accounts Payable experience preferred but not essential
3	Experience of working with finance software, in particular Oracle, preferred but not essential
4	An understanding of accounting practices and experience within a Finance department preferred but not essential
5	Good Microsoft Word and Excel skills
6	Able to work to busy deadlines
7	Strong data entry skills and a keen eye for detail

**Baxters Behavioural Standards:**

WORK TOGETHER	Works well with others Behaves positively and sets an example to others Is enthusiastic and committed at all times
BE BETTER	Looks for ways to improve things and solves problems Develops own skills to get better Has a consistently high standard of work Operates competently without supervision
BE RESPECTFUL	Always treats people with dignity and respect Treats everyone in a fair and consistent manner Manages emotions when dealing with difficult people or situations Relates well to all types of people and at all levels
GET RESULTS	Sets measures and standards and regularly reviews against these Holds self accountable for personal objectives & gets support from others Plans & prioritises and is flexible to change when necessary Is clear what needs to be done to be successful & achieves the standard