

### **Role Overview**

The Accounts Payable Assistant plays a key part of the finance team to our Taproom business which currently has 4 sites in Scotland and runs ad hoc events throughout the year. Reporting into the Retail Financial Controller, the role will first and foremost consist of dealing with and processing a high number of supplier invoices and credit notes, reconciling supplier statements, and managing the finance mailbox for the Retail side of the business.

You will be required to ensure invoices are processed in a timely manner which will sometimes require communication with both suppliers and our bar General Managers and Head Chefs, building up good working relationships with all parties will be key to success in this role.

As this is a new role, there opportunity to shape and develop the role, maintaining best practice processes and ensuring we continue to work as efficiently as possible.

### **Who we are looking for**

The primary task will be processing the high number of invoices and we require an individual who has outstanding attention to detail, is organised and can problem solve as they go along. You should also have great communication skills both verbal and written.

We use several IT systems including an EPOS system (Aztec), an online procurement system (Acquire), and SAP Business One for our accounting software. Whilst experience of these systems is advantageous, full training will be required. Excellent IT skills are essential, however, and the ability to learn new systems and ensure you can use them effectively is important.

### **What we are offering**

We are offering a competitive salary for the role, hybrid working between our new fully serviced offices in the centre of Edinburgh (including gym, yoga suite, and café), and remotely.

The role will ideally be for 4 days per week, however, this could be negotiable for the right candidate and could be flexible (i.e. 3 days one week, 5 days the next).

You will also receive a monthly beer allowance, 30% off in our taprooms, 20% off our online store, access to Perkbox, Birthday Day off, along with competitive holidays and pension.

### **Key Responsibilities:**

- Process high volume of supplier invoices/credit notes, agree invoices to approved Purchase Orders and Delivery notes and follow up discrepancies
- High volume bank reconciliations
- Supplier statement reconciliations
- Cash reconciliations
- Maintain and improve supplier relationships
- Resolve supplier queries
- Submission of utility meter readings and check of invoices

**What are we looking for:**

Essential

- 2+ years in Accounts Payable working with high volumes of transactions
- Excellent IT skills including excel and the ability to learn new systems
- Keen attention to detail with excellent problem-solving skills
- Great communication skills, both written and oral
- Experience working with an accounting package (SAP, Sage, Xero, Oracle or similar)

Desirable

- Experience working in the hospitality sector
- AAT or other relevant qualifications