

Role Profile

Role title: **Assistant Invoicing Manager**

Reports to: **Group Financial Controller**

Objectives

- To oversee and assist in the efficient processing of all sales and purchase invoices, ensuring correct levels of approval and correct coding to the accounts.
- To oversee and assist in ensuring that suppliers are paid to terms, supplier queries are resolved and disputes are reported.
- To reconcile major supplier statements monthly and other supplier statements quarterly to assist in ensuring the integrity of the Group's accounts.

Key Responsibilities

- Manage and develop the Invoicing team to ensure all department objectives are achieved.
- Conduct periodic 121's and annual appraisals.
- Develop and maintain departmental KPI targets, controls and processes.
- Develop a culture of continuous improvement including identifying process, efficiency and system improvements.
- Provide escalation for the team in resolving all supplier and customer queries.
- Oversee the regular Accounts Payable payment runs (including sundry cheque runs) together with associated reporting and forecasts.
- Manage the team to ensure entries on Bank accounts are posted daily & reconciled.
- Ensure all DD accounts are reconciled, review and resolve all debit balances and perform a review of all rejected invoices each week.
- Assist the team in setting up Accounts Receivable collection runs, reporting and forecast and provide cover for weekly bank reconciliation process.
- Ensure that the company's values and behaviours are demonstrated at all times by the department.
- Departmental representative for all data management including retention and identification and resolution of any data risks.
- Other ad hoc duties including covering other departmental roles and tasks as required.

Key Skills

- Recent experience of managing a Finance-orientated team and be able to demonstrate strong people skills.
- Ability to organise, prioritise and monitor departmental workload across a small team to ensure objectives are met.
- Knowledge and experience of purchase ledger and/or sales ledger.
- Accuracy and attention to detail.
- Excellent communication skills both written and verbal.
- MS Excel skills essential, Navision or other accountancy system skills desirable.
- Ability to work on own initiative.

Admiral Taverns Values and Behaviours

Core to the Group's ongoing success is the strength of our team. We are incredibly proud of the culture we have developed across our business. Our team are passionate, hardworking, dedicated and ambitious. Our team developed the company values themselves which means that we live these through to the core of our business. Everything we do as an organisation revolves around supporting and enabling our licensees to make their business the very best it can be.



Behaviours

1. Clarity for all
2. Positive attitude
3. Passion to succeed
4. Collective accountability
5. Mutual trust
6. Achieve together



Behaviours

1. Show empathy
2. Listen and understand
3. Support, guide, develop
4. Communicate clearly
5. Recognise and appreciate
6. Respect each other



Behaviours

1. Don't fear failure
2. Make impossible possible
3. Innovate and motivate
4. Remove barriers
5. Aim higher
6. Make a difference



Behaviours

1. Take ownership
2. Can do attitude
3. Exceed expectations
4. Aim high
5. Challenge positively
6. Deliver on time



Admiral Taverns is committed to equal opportunities for all and to the provision of a diverse and non-discriminatory working environment.