

Invoicing Administrator – Utilities/Council

Reports to: Assistant Invoicing Manager

Objectives of the role

- To assist in the efficient validation and processing of invoices received from suppliers/councils/utility providers, ensuring correct levels of approval and correct coding to the accounts
- To assist in ensuring that suppliers/councils/utility providers are paid to terms, 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 company's accounts

Key Responsibilities

- Processing of Utility, Council Tax and Business Rates invoices, validating invoices such as identifying the periods for which the business is liable, assessing meter reads and reclaiming credits as appropriate
- Processing of Accounts Payable invoices from all areas of the business
- Preparing monthly Rates payment runs
- Supplier Statement reconciliations
- Assist in resolving customer and supplier queries.
- Reconciliation of DD accounts and review of debit balances
- Run, review and action Rejected Invoice Report
- Sundry cheque runs and banking of cheques received
- Processing of cash receipts from bank statements and daily cash reports
- Archiving
- Assisting with the annual company audit in providing information to auditors.
- Other ad hoc duties including covering other departmental roles and all aspects of tasks as required, specifically cover for the sales ledger invoicing role.

Skills and Experience

- Accuracy and attention to detail is critical to this role.
- Ability to liaise with Councils and Utility providers on invoice queries.
- Strong organisational skills and ability to work to tight timescales.
- Demonstrable Purchase Ledger experience essential. AAT part qualified desirable.
- Excellent communication skills both written and verbal.
- Excel and accountancy system skills essential.
- Flexible approach to cover other department tasks or assist as required.
- Good team ethics.

Admiral Taverns Values and Behaviours

Core to the Admiral 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 and we believe that every team member plays a significant part in the success of our business.

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.