

## **Role profile**



**Role title:** Invoicing Administrator (AP)  
**Reports to:** Invoicing/Transactions Manager  
**Department Head:** Head of Finance  
**Location:** Head Office (Hybrid option 3 days per week in the office)

### **Objectives of the role**

- Ensuring the sales administration for pub operators is carried out efficiently, accurately and to timescales
- Efficient processing of invoices received from suppliers, ensuring correct levels of approval and correct coding to the accounts
- Ensuring all payments are prepared to supplier terms, and all cash receipts are received promptly, coded correctly, and reconciled

### **Key Responsibilities**

- Validate and process weekly sales declarations, ensuring discrepancies are queried and VAT is treated correctly
- Reconcile cash receipts to the declarations, request, and report variances and shortfalls
- Ensure accuracy of invoices to operators for their fees
- Process supplier invoices/credit notes onto the system for approval according to established limits
- Preparation of operator and supplier payments proposals ensuring payments are made to correct payment terms
- Process employee and company credit card expenses, ensuring adherence to company policies and VAT guidelines
- Review and reconcile vendor debit balances and supplier statements, ensuring suppliers are chased for return of any refunds due
- Processing of cash receipts and payments from bank statements
- Ensuring cash in transit and fee control accounts are reconciled on a regular basis
- Reconciliation and resolution of unallocated cash account
- Assist in resolving customer and supplier queries
- Vendor reconciliations on DD accounts
- To drive a culture of continuous improvement within the team and promote across the business
- Build strong relationships within the team, the office, the company and external contacts
- Assisting with the annual company audit in providing information to auditors
- Other ad hoc duties including covering other departmental roles, tasks and project work as required

### **Skills and Experience**

- Accuracy and attention to detail is critical to this role
- Organisational skills and ability to work to tight timescales
- Excellent communication and customer service skills both verbal and written
- Ambitious, confident and a quick learner
- Good team player who seeks to assist colleagues and has strong interpersonal skills
- Confident, enthusiastic and willingness to engage with our values
- Flexibility to cover other department tasks or assist as required
- Excel skills essential, accountancy system skills essential, preferably MS Dynamics NAV or Business Central

### **Working Arrangements**

This position is Head office based with the expectation of office working for 5 days per week.

## 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

