

Accounts Payable Clerk

Salary: £19,000 – £21,000 p.a.

Location: Southend on Sea

Overview:

To maintain Purchase Ledger transactions within the accounting system. To provide support to other members of the Management Accounts Team to achieve the team goals.

Key Responsibilities:

- Coding, inputting and monitoring purchase invoices on the accounting software.
- Managing the procurement process including issue and tracking of Purchase Orders.
- Processing electronic and cheque payments to suppliers, customers and staff.
- Dealing with supplier and internal purchase ledger queries.
- Daily monitoring of bank account balances and updating the 90 day receipts and payments cash flow forecast.
- Processing petty cash, employee expenses and credit card transactions.
- Inputting all cashbook transactions into our accounting ledgers.
- Reconciling and management of petty cash and credit card and non-insurance bank accounts.
- Prepayment accounting.
- Provide administration support to the Management Accounts team.
- Any other ad-hoc duties as required.

Skills and Experience:

Required:

- Previous experience working in a finance or bookkeeping role.
- Excellent attention to detail.
- Good numeracy and literacy.
- Good Excel and Word skills.
- Ability to understand the importance of confidentiality in handling customer personal data.

Beneficial:

- Insurance or financial services sector experience.
- Knowledge of Access Accounting Software.
- Studying towards finance qualification.

Qualifications

- Minimum of 5 GCSEs at grade C or above or equivalent to include Mathematics and English

Competencies:

- Communication
- People & Personal Development
- Team Work
- Customer Focus/ Results / Excellence

About Us

The Hood Group is a privately owned business providing insurance solutions for over 30 years to some of the most well respected brands, insurance partners and financial intermediaries. Established in 1983, we came from modest beginnings in the City of London with a small team of passionate people who wanted to help change insurance for the better. We offer our partners an end-to-end service; from product and quote platform design through to sales and retentions. The Hood Group is now one of the largest employers in South East Essex with around 180 staff, award winning services and cutting edge technology.

We invest in the careers of all our staff, through training, qualifications and by providing a pro-active learning environment. We understand the importance of staff wellbeing and maintaining a good work/life balance and also provide opportunities such as flexible working and career breaks. There is a Group funded Sports and Social committee, seated acupressure massages, and fitness classes in our onsite Wellbeing studio. On completion of probation we also provide an excellent benefits package that includes life assurance, pension scheme, medical cover, permanent health insurance and much more.