**Job Title: Accounts Payable Clerk**

**Department: Finance**

**Reports To: Management Accountant**

**Location: London, UK**

Lionsgate is a vertically integrated next generation global content leader with a diversified presence in motion picture production and distribution, television programming and syndication, premium pay television networks, home entertainment, global distribution and sales, interactive ventures and games and location-based entertainment. The London office are currently recruiting for the role of Accounts Payable Clerk, reporting to the Management Accountant within the Finance team. it is essential that the ideal candidate is able to demonstrate excellent communications skills and previous experience within a similar role.

**Key responsibilities:**

Purchase Ledger duties

* Ensuring invoices received are correctly raised as per HMRC guidelines and are forwarded on to the relevant department for approval
* Processing supplier invoices in a timely manner
* Ensuring supplier invoices are posted to SAP only when approved and the PO raiser confirmed the goods/services have been received.
* Monitoring of the Accounts Payable email Inbox to ensure timely postings of approved invoices & posting the invoices against the correct PO’s
* Ensuring all non-PO invoices have necessary approvals before posting to correct accounts
* Ensuring all invoices posted have scanned supporting documents attached in SAP
* Reviewing debit balances on the purchase ledger
* Working with the Management Accountants and Financial Controller to ensure costs are accurately recorded (correct profit centres, internal orders, company, FX rate, VAT correctly recorded, etc)
* Correctly posting film advances at the right FX rate when hedged
* Reviewing supplier accounts to identify invoices due for payment
* Preparing a list of invoices proposed for payment, ensuring all invoices are posted and have all the correct supporting documents with them
* Preparing payment run including BACS and same day transfers
* Answering questions arising on review of the payment run by management pre-approval and release
* Sending remittances to suppliers to ensure correct application of payments
* Performing supplier statement reconciliations to identify missing invoices, requesting copies and passing these to relevant staff for approval
* Checking to make sure Vendor bank details correctly match the Invoices and working with the Junior Accountants when this needs correcting
* Maintaining invoices received spreadsheet for the Payment Practice and Performance Reporting (PPPR).

Financial Reporting and month end

* Ensure all invoice postings are complete as far as possible in the run up to month end
* Ensure all payments made in the month are posted in the run up to month end
* Reconcile all bank accounts and post any bank charges and interest at month end
* Ensure correct documentation is kept and maintained to comply with internal and external controls and legislation
* Assist with the provision of information for the year and audit process and ensure all information is available and provided on time to the auditors.
* Compile and analyse data, including time taken to pay invoices, for PPPR

Team working and external communication

* Deal with supplier queries in a timely manner
* Assist with queries on suppliers and invoice payment from other departments and other members of the finance team
* Communicate with other departments to ensure invoices are processed by them in a timely manner, they are aware of correct processes to follow including coding of costs, PO approvals and payment scheduling
* Participate in weekly accounts payable meetings

Other areas

* Provide billings support by assisting with Theatrical invoicing in the MACCS system to contractual terms and chasing Box Office Returns. This will be as agreed between the Senior Accounts Payable Clerk and the Billings Apprentice and dependent on workload.
* Assist in covering other finance department members’ duties where required
* Assist with process improvement, encouraging best practice and improving efficiency
* Any other Ad-hoc areas as required

Skills Required

* Able to demonstrate Purchase Ledger experience is essential
* Excellent attention to detail
* Strong communication and time management skills
* Basic knowledge of book keeping / double entry
* SAP experience preferable
* Intermediate/advanced excel is preferable

***We look for candidates who are able to demonstrate the Lionsgate values:***

* ***Collaborative*** *- a great team player who works well alongside all stakeholders*
* ***Passionate*** *- an ability to enrol, involve and motivate others with your ideas and plans*
* ***Innovative*** *– a creative flair, with the ability to think differently and offer new solutions and ideas*
* ***Inspiring*** *– demonstrate drive, tenacity and commitment to the job in hand*
* ***Integrity*** *– remaining true to the company’s values and always acting with positive intent*