**Job Title: Accounts Payable Clerk**

**Reporting to: Management Accountant**

**Department: Finance**

**Location: London, UK**

**JOB SPECIFICATION**

A leading global entertainment company with a strong and diversified presence in motion picture production and distribution, television programming and syndication, home entertainment, family entertainment, digital distribution, new channel platforms and international distribution and sales are recruiting for the role of Accounts Payable Clerk to work within the finance team. Reporting into the Management Accountant, the ideal candidate will be able to demonstrate previous experience in this role with strong communication skills and a positive team player.

**Key responsibilites include:**

Purchase Ledger duties

* Processing supplier invoices in a timely manner
* Ensuring supplier invoices are posted to SAP only when approved and PO z-entered.
* Monitoring of the AP Inbox to ensure timely postings of approved PL invoices & posting the invoices against the correct PO’s
* Ensure all invoices posted have scanned supporting documents attached in SAP
* Review of the GRIR for debit balances and aged unmatched credits
* Review of 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 MG’s at the right FX rate when hedged
* Review of supplier accounts to identify invoices due for payment
* Prepare a list of invoices proposed for payment, ensuring all invoices are posted and have all the correct supporting documents with them
* Prepare payment run including BACS and same day transfers
* Set up the payments on JPM (BACS & CHAPS)
* Answer questions arising on review of the payment run by management pre-approval and release
* Post all payments
* Perform supplier statement reconciliations to identify missing invoices, request copies and pass 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

Financial Reporting and month end

* Download the banking from JPM daily
* 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, (SOX compliance)
* 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.
* Supplier Rec’s are created and maintained monthly

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

Additional duties

* Assist in covering other finance department members duties where required
* Assist with process improvement, encouraging best practice and improving efficiency
* Any other Adhoc areas as required

**Key Skills Required**

* Ability to demonstrate purchase Ledger experience
* Good attention to detail
* Strong communication skills
* Strong time management skills
* Basic knowledge of book keeping / double entry
* SAP experience preferable
* Intermediate excel preferable

**Our recruitment objective is to source candidates who demonstrate the Lionsgate core 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