

JOB & PERSON SPECIFICATION

Role Title:	Payables Finance Clerk
Department:	Finance
Location:	Guernsey
Reports To:	Payables Finance Officer
Direct Reports:	None
Hours:	Full time

Role Purpose:

The Payables Finance Clerk supports the Payable Finance Officer (PFO) in maintaining accurate and verifiable financial and management accounting records of the airline's expenditure streams.

Role Accountabilities and objectives:

The Payable Finance Clerk will support the Payables Finance Officer (PFO) by performing the following key functions:

- **Supplier Liaison:** Coordinate with department managers to obtain approval for supplier purchase orders.
- **Purchase Order Management:** Resolve any issues with purchase orders promptly and accurately to comply with procurement processes and controls.
- **Invoice Processing:** Match purchase orders to supplier invoices in the Sage accounting system to prepare for payment.
- **Supplier Reconciliation:** Reconcile supplier statements and communicate with suppliers to address and clear any queries.
- **Invoice Monitoring:** Track the status of received invoices to ensure that payment deadlines are met.
- **Payment Processing:** Raise payments for approved invoices in a timely manner.
- **Creditor Control:** Actively review and manage creditor accounts to ensure they are current and accurate in alignment with statements of account.
- **Passenger Claims Processing:** Process passenger claim refunds as directed by the Commercial team ensuring accuracy and timeliness.
- **Month-End Reconciliation:** Provide balanced reconciliations for control accounts in the payable's ledger at month-end.
- **Documentation and Controls:** Maintain and document procedures to support and strengthen internal controls.
- **Audit Support:** Assist the Financial Accountant by providing required audit.
- **General Support:** Assist the Senior Finance Team with other relevant duties as required.

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Key objectives of the post holder will be to:

- Ensure that all expenditure streams are captured and fully reconciled to ensure completeness, utilising the Purchase Order procurement business processes
- Actively maintain each creditor record in the accounts, by establishing process controls and strong relationships with creditors.

Specific Responsibilities:

Areas where these responsibilities are focused:

1. Payables Management:

- Accurately record purchase order and invoiced transactions in SAGE.
- Record passenger claims transactions in SAGE with precision.
- Record all additional expenditure outside the purchase order system, ensuring alignment with procurement and delegation of authority guidelines
- Reconcile payable control accounts, resolve discrepancies, and ensure the accuracy of financial data.

2. Reporting:

- Present all payable reconciliations to the PFO for review and approval within specified reporting timeframes
- Assist in providing supporting documentation for expenditure and creditors to facilitate the timely completion of audited annual financial statements.

3. System and Process Improvement:

- Propose opportunities to streamline accounting processes and enhance efficiency.
- Collaborate with Commercial team to improve the process for passengers claims payments.
- Support the PFO in enhancing reporting and reconciliation practices.

Balance Score Card (Accountabilities)

- Payables Processing: Accurately input all expenditure streams using verifiable processes, within the PO system and applying the DoA
- Cashflow Maintenance: Operate creditor control processes to validate creditor statements and maintain cashflow accuracy.
- Payables Reporting: Process data accurately and on time to support the generation of monthly reports and reconciliations within specified deadlines.
- Process Efficiency: Contribute to streamlining financial processes to improve efficiency and reduce turnaround times.
- Risk Management: Maintain updated reconciliations to support the identification and mitigation financial risks within the airline.

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Learning & Growth Perspective:

- Professional Development: Attend CPD, formal training and other learning opportunities relevant to accounting and reporting in airline operations.
- Performance Improvement: Actively seek feedback and continually enhance skills.
- Adaptability: Be adaptable to changing technical and operational environments.
- Relationship Building: Foster positive working relationships with colleagues, including attending company events where appropriate.

Essential Skills/Experience:

- Experience in Credit Control and Payables Ledger role
- Experienced user of SAGE 200 or other similar accounting package.
- Working knowledge of Purchase order processing systems
- Proficient in Microsoft systems particularly Excel and Outlook
- Be well organised with good attention to detail
- Be proactive in approach to all responsibilities with ability to work on own initiative and to specific deadlines
- Excellent interpersonal and communication skills
- Flexible approach to working hours as necessary

Desirable Skills/Experience:

- Experience of aviation sector or high-volume FMCG environments is preferable but not essential.
- Experience working in payables section of a finance function
- Knowledge and understanding of airline business and accounting requirements.
- Knowledge and understanding of the Channel Islands economy

Professional and/or regulatory requirements:

- Qualified by Experience, Bookkeeping or accounting related qualification is an advantage
- Education and Certifications: Level 2 or 3 minimum (GCSE/BTEC/A level or equivalent)
- Continuous Learning: A commitment to staying current with best practices through appropriate professional development.
- Airside work may be necessary, so to successfully complete GSAT security training and obtain an appropriate airside pass there must be a verifiable five-year work history.
- A current police check will be required

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All about you:

Friendly, approachable, keen to support your colleagues and the Company wherever possible and beyond the requirements of your role. You will take pride in delivering a high level of service both internal and external and be willing and able to adapt to change. A supporter of our VALUES both internally and externally is paramount to you succeeding within our Company.

- Discretion
- Accountable – taking responsibility for work and results
- Approachable
- Attention to Detail
- Resilient
- Adaptable
- Problem Solver

PROUD OF YOU PROUD OF OUR AIRLINE

*Our **PEOPLE** have the potential to achieve, to soar higher and further than they believed possible.*

*Our culture is one of **RESPECT**, inspiration and excellence from the ground to the clouds.*

*With their energy and commitment, our teams on land and in the air make our airline **OUTSTANDING**.*

*We operate with integrity, transparency, honesty and dependability; we stand **UNITED** as one. Safety is paramount, central to everything we do.*

*We are prepared to go the extra mile to **DELIVER** a service to our customers that we are **PROUD** of.*