

<b>Job Title</b>	Finance Administrator – Accounts Payable or Billing
<b>Reporting to</b>	Senior Finance Administrator
<b>Post Number</b>	JD1464 V1
<b>Department</b>	Finance
<b>Location</b>	Port of Felixstowe

**Job Purpose**

- To assist in the function of the Finance Department primarily processing and maintenance of purchase ledgers and the processing of invoicing and payments. Reconciling supplier statement and carrying out various related tasks for the HPUK Group and Hutchison Logistics in an efficient and timely manner.

**Main activities and responsibilities**

- As detailed by the Senior Processing Clerk and in accordance with the office procedures, assume responsibility for the gathering and processing of all documentation necessary for the prompt and efficient raising of invoices for all group companies.
- Ensure that all supplier invoices are processed efficiently and in a timely manner and are authorised correctly in accordance with Delegation of Authority
- Liaise with the relevant terminals and customers to ensure an accurate and regular flow of information. Liaise with customers and colleagues over disputed invoices and take all measures to solve the query as promptly as possible.
- Regular reconciliation of supplier statements on receipt and after all payment runs.
- To administer the Oracle Holds Report for all relevant business units. This includes the review of purchase orders and invoices, and subsequently resolution of all holds whether due to price, quantity etc.
- Processing of daily bank reconciliations for all group companies as required.
- Provision of petty cash services including arranging sterling/foreign advances and the processing of related expense claims.
- Assist with processing employee expense claims to ensure correct coding and timely payment and compliance with company policy and procedure including approval in line with DOA
- Assume responsibility and the achievement of certain measurable departmental targets.
- Necessary for the closure of each month's accounts, ensure that notified charges that need to be made are performed within the time scales determined by Management Accountants.
- Assume responsibility for enforcing all special pricing arrangements and maintaining a good knowledge of rates and conditions pertaining to specified customers.
- Where necessary, update and maintain computer and manual systems in addition to using Microsoft Office Suite.
- Ensure compliance to all policies, procedures, standard operating procedures and safe working practices, with recommendations for action and continuous improvement.
- Any other administrative duties as deemed reasonable.

### Scope of the role

- As a member of the Finance Team, the Finance Administrator will be required to have daily clear communication with customers both internal & external to resolve queries, disputes and process. Provide a routine level of decision-making working with department managers to ensure compliance within Company approved policies & procedures. In addition, ensure accuracy of billing process at all times.

### Technical skills

- Minimum 1-years recent experience of working within a finance function
- A focus on billing, accounts payable or cash management processes desirable
- Good numeracy skills with a proven ability to work with large volume data, with close attention to detail and to pre-prescribed processes as well as ad-hoc projects
- Ability to demonstrate logical problem solving, work under pressure and to meet deadlines
- Minimum 3 GCSE (or equivalent) Grades A-C (or equivalent), one of which must be Mathematics
- Good computer skills including a working knowledge of Microsoft Office packages including Excel and work
- Minimum 1 year's recent experience with an automated finance package

### Behavioural skills

- Communicate professionally and courteously at all times and ensure confidentiality is maintained at all times.
- Able to manage complex data workflows.
- Well-developed planning and organisational skills.
- Effective decision-maker, able to respond to short-term workflow issues as well as analyse to make recommendations to management for medium term planning.
- Build excellent working relationships that support the business, act and treat others with integrity.
- Ability to clearly communicate with all departments across HPUK at all levels as with various other third parties on a day to day basis.
- Able to question existing practices and recommend new and improved ways of working thereby acting to support improvement projects.
- Ability to problem solve and use own initiative.
- An adaptable, proactive and flexible approach.
- Be credible and transparent and act with integrity.

Authorised by:		Accepted by:	
Manager's name:		Job Holder's name:	
Signature:		Signature:	

