**About the role**

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| **Role**  Accounts Payable Specialist | **Location and hours**  Bristol  35-hours per week  Hybrid working – minimum 3 days in the office per week and mandatory attendance on in office and divisional days. |
| **Band**  Specialist |  |
| **What you’ll be doing**  As Accounts Payable Specialist, your role will be to process all types of financial transactions in a timely and accurate manner, resolve queries from both suppliers as well as internal customers. Process all invoice types, expenses and BACS and Cheque payment runs. | |
| **About you**   * Demonstrate the ability to work as part of a team carrying out various tasks to strict deadlines * Possess the ability to develop and maintain effective customer relations * Adopt a professional approach in all dealings, demonstrating high standards and levels of performance * Demonstrate a team-based approach to work with a clear sense of purpose * Clear and confident communicator, inspiring confidence * Must be committed to and demonstrate company values in particular relating to integrity, professionalism and teamwork * Calmness and assurance under pressure, dealing with issues as they arise confidently and professionally * High levels of accuracy with an eye for detail and problem solving * Proactively manage own workload and priorities * Positive and enthusiastic with a “can-do” attitude * Takes ownership and accepts responsibility | |
| **Minimum criteria**   * Maths and English GCSE (or equivalent) * Ability to manage large workloads * Ability to work either as an individual or part of a team with minimum supervision * Strong administration, prioritisation and time management skills * Good IT skills – Microsoft Outlook, Office, Word and Excel is essential * Experience of working within an account payable or account receivable team * Interested in or currently studying towards AAT qualification   **Who you’ll be working with**  Accounts Payable process all dealer / supplier payments. We work closely with many teams across the business resolving payment queries including supplier set ups and remittance requests.  Core hours are 9am to 5pm Monday to Friday with the option of flexible start times of 8am –10am, when not working core phone hours.  We like to get together once a quarter for a team lunch or evening out. We also have wider Finance socials around once a quarter. | |
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| **We’re Motability Operations** | |
| **About us** We’re the company behind the Motability Scheme. We exist to deliver smart, sustainable solutions that improve our customers’ mobility in a fast-changing world. We’re the UK’s largest car leasing company and we help over 750,000 people get on the road.  We employ over 1800 people, across London, Bristol, Edinburgh, and Coalville. We know our people are key to our success, so we aim to create an environment that allows our employees to flourish. We look for highly motivated people with a combination of commercial sense and real enthusiasm to meet our customers' needs. | |
| **What we do**  We lease a wide range of tailored mobility solutions to people who receive of one of the Government’s qualifying mobility allowances. Our customers choose a car, Wheelchair Accessible Vehicle (WAV), scooter or powered wheelchair that best suits their needs. We take care of their insurance, breakdown, servicing and more, as part of our worry-free package.  At the end of the lease, our customers can exchange their vehicle for a brand-new model. Each year we sell and move around 200,000 cars. This makes us the largest supplier of single-source vehicles back into the used car market.  The Scheme has been providing affordable, worry-free motoring for over 45 years. We pride ourselves on delivering outstanding customer service, with an independent customer satisfaction rating of 9.6 out of 10. | |
| **How we work**  We work in a hybrid way. That means remotely for up to two days each week and in our great office spaces the rest of the time. This gives us a good work/life balance and lets us collaborate and deliver for our customers. [Visit our website](https://www.motabilityoperations.co.uk/careers/) to find out more.  We do our best to accommodate part-time and flexible working requests, where possible, to build on our culture of trust, empowerment, and flexibility.  **Our beliefs and values**  We believe in building a diverse workforce, where our people are empowered to attend work as their true selves. We encourage people from all backgrounds to apply.  We want to sustain a nurturing culture. And our people to be rewarded equally, regardless of race, national or ethnic origin, sexual orientation, age, disability, or gender.  Our values are at the heart of everything we do:   * We believe no one should be left behind à We find solutions * We believe we must take the lead à We drive change * We believe everything starts with the customer à We care | |
| **What we can offer you**   |  |  | | --- | --- | |  | **Pay**: competitive salary, with a yearly discretionary bonus, based on your performance | |  | **Holiday**: 28 days, and you can buy and sell days | |  | **Pension**: 15% non-contributory pension (9% during probation) | |  | **Health and wellbeing**: Private Medical Insurance cover available for all employees and free health screenings for over 50s. Life assurance at four times your basic salary, to give you ~~a~~ peace of mind. Free access to healthcare apps like Peppy, Unmind, and Aviva Digital GP. Mental Health Allies and an Employee Assistance Programme | |  | **Development**: A library of internal training on our myLearn platform | |  | **Family friendly**: We have competitive family leave policies | |  | **Diversity and inclusion**: We embrace the diversity of our people and empower them to come to work as their true selves. We want them to flourish and be rewarded equally. We have Employee Network Groups, and we pride ourselves on being inclusive and all our offices have first-rate disability access | |  | **Helping our community**: One volunteering day each year, and access to volunteering platform Neighbourly | |  | **Schemes**: Car Benefit Scheme for electric and hybrid cars. This means you can lease a brand-new electric or plug-in hybrid car, with insurance and more, for a fixed monthly amount. Cycle to Work Scheme. Employee Discount Scheme, to save money across lots of retailers | |  | **Other, voluntary benefits**: charitable giving, critical illness insurance, dental insurance, health and cancer screenings for you and your partner, discounted gym memberships and season ticket loans, free fresh fruit and snacks in the office | | |