

**Company:** LNR Partners Europe  
**Position:** Accounts Payable Assistant  
**Department:** Finance  
**Position Type:** Full Time / Permanent  
**Location:** London  
**Posting Date:** 24 January 2012

### **Position description**

Reporting to the Management Accountant main responsibilities will include:

- Maintaining and updating vendor information for each of the Companies' suppliers.
- Handling all invoices payable including obtaining the necessary approvals and correctly coding invoices.
- Processing personal expense forms for payment.
- Inputting invoice information into the accounting system and processing invoices for payment.
- Obtaining authorisation for payments and liaising with Treasury department to ensure timely invoice payments.
- Running pay cycles when all invoices are paid and reconciling payments to accounting system.
- Sending remittance advices upon payment confirmation.
- Maintaining the accounts payable filing system.
- Liaising with suppliers.
- Answering internal and external audit queries in relation to the accounts payable function.

### **We are looking for a candidate who possesses the following:**

- At least one years' accounts payable experience gained within an accounting environment.
- A working knowledge of Microsoft Office packages, including Outlook.
- Knowledge of Peoplesoft Accounts Payable module would be desirable.
- Good communication skills essential along with ability to maintain good working relationships with colleagues.
- Excellent organisational skills.
- Ability to schedule and plan workload.
- High attention to detail.

**If you are interesting in applying for this role, please send a cover letter stating your current salary and your CV to [europerecruitment@lnreurope.com](mailto:europerecruitment@lnreurope.com). No agencies please.**