

Senior Accounts Payable Clerk

Join the brand that is transforming rural areas with ultrafast full fibre broadband. We're the team where talented people are encouraged to thrive and enhance their career.

Powered by brilliant people with bright ideas, we want to hear yours. Our success is driven by your creativity, collaboration and commitment.

The Accounts Payable team is fundamental to the business, processing purchase orders, supplier invoices and supplier payments and dealing with both internal and external queries.

As the Senior Accounts Payable Clerk will be a key member of the Accounts Payable team, contributing to the timely and accurate processing of purchase orders, supplier invoices and employee expenses.

As a strong leader and working cross-department you will support, develop and drive efficiencies, enhancing collection outcomes for customers and the business.

You are ambitious, an expert in your field with the tenacity to succeed. You will be able to demonstrate the essential criteria whilst bringing your own passion and ideas. Some of the key skills you will possess are:

- Experience in an accounts payable role in a high volume, fast paced environment
- Strong Excel skills (Pivot tables, Vlookups, etc)
- Proactive with a can-do attitude and a strong eye for detail and accuracy
- Inquisitive mind, able to identify questions to ask and find solutions to issues
- Good communication skills
- Ability to manage and prioritise competing tasks in a fast paced and busy environment
- Ability to delegate and motivate a team
- Positive and enthusiastic attitude and a desire to learn
- Recent use of Sage desired but not essential

You share our values. They make us who we are:

- **Find a way:** Always working together to deliver market-leading solutions and provide customer service excellence to our communities
- **Be committed:** We are all accountable for our actions and work relentlessly with our many customers to deliver on our promises
- **Do the right thing:** We always base our decisions on what we believe is fair, considerate and in the best interest of our customers and our colleagues
- **Keep it simple:** In an industry of complexity and confusion, we make things easy for everyone to understand

Culture & benefits:

We empower people to do what they do best; fast. We want you to bring you, so we don't 'fence' anyone in to a single way of working. You will get the latest news through our staff magazine, Gigabites, and monthly company updates (food can play a major part in this!). You are living and breathing our values, so your colleagues may nominate you for our Star of the Month award. If you win you get an extra day's holiday. Like us, you probably like to get a bit social too. We have a weekly running club, Gigaclear FC plus two company socials a year, and more.

On top of this we offer great benefits such as, Study Support, Income Protection, Life Assurance, Pension and 25 days holiday (plus bank holidays).