

job description

Role: Accounts Payable Assistant

Department: Group Services

Location: Hartlebury

Salary: Negotiable

Your reason for being here...

Your purpose for being here at DRPG is to make sure it's smooth sailing for both our people and our clients when it comes to all things finance.

The way you roll...

You're an organisational superstar and a champion of efficiency. You love it when everything is in its place and all tidied away, and you work hard to keep it that way, no matter what challenges you face.

You're a whizz when it comes to numbers, and you have plenty of experience keeping accounts in order. You have a keen eye for detail and are never afraid to ask a question. In fact, you've got heaps of confidence and the best communication skills around.

Our philosophy here at DRPG is 'anything's possible', so you will need to be onboard with this, going above and beyond.

How you make it all possible...

- Day to day, you process purchase invoices and employee expenses (and you always check for receipts!)
- Preparing manual bank payments, transfers, overseas and BACS payments, and reconcile bank payments
- Reviewing our accounting system to ensure no system errors have occurred and all purchase invoices have the necessary approval for payment
- Reviewing creditor's ledger and reconcile to supplier statements. Investigate and action any items which show as discrepancies
- Supporting other members of the finance team
- Reconciling monthly credit card statement

- Assisting with month end accruals for Work In Progress and gross profit
- Providing auditors with information regarding all AP matters

This list is not exhaustive and you will be expected to work flexibly and undertake other such duties as the management may from time to time reasonably require.

What's in your toolbox...

- At least 3 years' experience in a busy finance environment
- AAT Qualifications
- Strong communication and organisation skills
- Understanding of double entry booking and how finance reports are prepared
- Proven experience using Excel
- Experience using Xero and Sage Intacct would be handy, but it's not a must-have

Get to know us...

We're one of the most unexpectedly all-round capable communications agencies that's been on the go for years – ever since our head honcho set up shop in a shed back in 1980, in fact.

Since then, we've made it our mission to make anything possible for our many and varied clients, putting our creative flair into delivering strategic communication campaigns, digital solutions, film and videos, events, exhibitions, and a whole lot more in between. We've grown a lot, but we've kept everything that made us great, back from the very day we first started out. Our global HQ and largest studios are smack bang in the middle of the UK and well worth a visit to see for yourself!

Hang on, there's more...

The role will be based primarily in Hartlebury, but there will be times when you'll need to work from our other offices and undertake other related commercial duties both in the UK and overseas. Flexibility is key!

We're a friendly team. We really, really welcome anyone who wants to become part of a brilliant company. If you're passionate with a cracking drive to deliver on our 'anything's possible' mindset, we'd love to hear from you!

DRPG is an equal opportunities employer

Data Security (not super exciting, but necessary)

At all times you must work within the guidelines set out in the DRPG Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be treated as gross misconduct.

You must also work within the guidelines set out in DRPG's Health & Safety Policy and Team Handbook.