

ACCOUNTS PAYABLE CLERK

Love food? Love cake?

We are an exciting scaling London based premium food brand focused on gifting and occasions. We are looking for a seasoned accounts payable clerk to join our fast-paced D2C and retail business.

This is a newly created role, part of the growing Finance team at Cutter and Squidge. Due to the rapid growth of the business the need has arisen for an Accounts Payable Clerk to join the business. Based in our Hammersmith HQ, the role will be working with multiple stakeholders in a fast-paced environment.

The AP Clerk will be responsible for ensuring all invoices are recorded in the accounting system in a timely manner, adhering to internal controls and procedures.

Overview of Key Responsibilities:

- Purchase invoice processing and weekly payment runs
- Setting up client accounts
- Liaising with company budget holders for approval of invoices
- Regular statement reconciliations of all suppliers
- Investigating and resolution of supplier queries
- Managing accounts payable inbox
- Maintaining good supplier relationships
- Supporting any process and system changes that are implemented for the improvement of the AP Process and deliverables
- Working with HR to assist with Payroll admin duties
- Review and analysing the employees cash and credit card expenses
- Bank reconciliation
- Other Adhoc duties within finance department

The role incumbent must:

- 1-2 years' experience in a finance related role, ideally AP role.
- Possess strong Microsoft Excel skills.
- Have some previous experience working with accounting software, QuickBooks or similar

• Experience in working with a high volume of suppliers

The ideal candidate will be personable and have an interest in working in finance, ideally they well be a recent school leaver or graduate looking for their next role. They will receive full training and will be given study support towards their accounting qualification.

Fluency in spoken and written English is required. You must also have the right to work in the UK

Location – you will work from our offices based in Hammersmith and Brentford.

Salary – £22,000 to £24,000 depending on experience

without visa sponsorship.

We offer a competitive and attractive benefits package and the opportunity to join an ambitious and talented team.