

## VACANCY

**Job title:** Accounts Payable Administrator

**Location:** Camberley

We are Novacyt, a rapidly growing diagnostics group specialising in infectious diseases. We have a number of successful brands and serve a large global customer base, from hospitals to large corporates.

Microgen is an expert in the development, manufacture and distribution of high-quality diagnostic products. These include gold standard molecular assays and a growing portfolio of rapid immunoassays for the detection of toxins, bacteria, viral antigens and key indicator proteins.

We're now looking for an Accounts Payable Administrator to join our team on a full-time basis working 37.5 hours per week.

### **Job Summary**

A permanent accounts payable position, based in Camberley, that will oversee the operation and maintenance of the accounts payable ledgers for two trading companies and one holding company in the Novacyt Group. This role will involve liaising directly with suppliers and staff across the group so will require strong communication and interpersonal skills. The ideal candidate will be a natural problem solver and will be proactive in their approach to the job.

### **Main duties and responsibilities**

- Process invoices and resolve queries on a timely basis
- Purchase order processing and 3-way matching
- Invoice allocations
- Carry out regular supplier reconciliations and tidy up supplier accounts in Sage
- Develop and maintain strong relationships with suppliers
- Promptly respond to supplier enquiries and provide remittance advices where required
- Report to the Group Accounts Payable Manager and provide feedback on the status of supplier accounts at regular supplier review meetings
- Assist with the preparation of suggested payment lists for weekly payment runs
- Review GRNI position and work with the goods in team to resolve issues with purchase orders
- Organise and maintain accounts inboxes
- Assist with the smooth implementation of the new WAP module, enabling automated supplier invoice recognition etc
- Filing and admin
- Other Ad hoc tasks as required to support the group accounts payable function

### **Qualifications and experience required**

- Part qualified preferred, AAT minimum
- Minimum of 3 years' experience in similar role(s)
- Good Excel and Microsoft Office skills
- Excellent interpersonal and communication skills

- Experience of Sage 200 preferred

## **The Benefits**

- Competitive salary
- 25 days' annual leave
- Ability to buy and sell annual leave
- Cycle to work scheme
- Refer a friend scheme
- Life assurance
- Private medical insurance
- Group pension scheme

It's an exciting time to join our team as we are making huge leaps in the fight against COVID-19 and have recently been awarded a Breakthrough of the Year award at the European Mediscience Awards 2020. We are the best in the world at what we do. If you are looking to learn, grow and succeed as part of a passionate team who are eager to make a difference, we want to hear from you.

Hours of Work	37.5 hours per week
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For further information or to apply for this vacancy please e-mail [recruitment@novacyt.com](mailto:recruitment@novacyt.com)