



**TITLE:** Accounts Payable Cashier  
**LOCATION:** London  
**TERM:** 1 Year  
**REPORTING STRUCTURE:** Alan McTernan - Accounts Manager

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**Position Overview:**

Primary responsibilities of this position include coordination of all vendor payables, and other responsibilities as required.

**Critical Success Factors:**

- Ability to multi-task
- Strong sense of urgency
- Strong attention to detail
- Excellent written and verbal communication skills
- Ability to work in a multi-currency environment

**Responsibilities:**

- Responsibilities include but are not limited to:
- Data entry of vendor invoices
- Data entry of expense claims
- Petty cash
- Processing cheques/electronic payments for vendor payments
- Processing cheques/electronic payments for internal expense payments
- Maintenance of all payables vendor files
- Additional projects as required

**Qualification:**

- Accounting Degree or equivalent work experience
- Familiarity with basic accounting practices and principles
- Experience of Elite Enterprise or Aderant