

## Job Description | Business Services – Finance Administrator

### The Role

**Department:** Finance

**Location:** Manchester

**Role:** Accounts Payable Clerk

### The Team

This is an Administration role within the Accounts Payable Team based in the Scottish Finance Team assisting with all administrative duties relating to the Accounts Payable functions.

#### Payments

The Accounts Payable team is responsible for ensuring that all supplier invoices are recorded and paid in line with the supplier payment terms. Whilst providing an important support service to the partners and other finance departments within the firm. This role will ensure all information recorded within our database is accurate and current.

### Key Responsibilities

- Monitoring the team inbox and dealing with incoming supplier requests, maintaining the request log used by the billing assistants.
- Perform validity checks to information change requests within the 3E database.
- Assist in maintaining a tracker used by the team when reviewing the status of vendors to see if they currently held within the global database.
- Liaising with the accounts payable team across the UK ensure the supplier creation journey remains to be quick and seamless.
- Collaborate with team members to ensure compliance with financial policies and procedures.
- Provide support for audits and assist with any inquiries related to accounts payable.
- Work closely with the procurement team to ensure newly acquired vendors are seamlessly created within the database.
- Any other duties considered reasonable.

At Clyde & Co we view diversity as critical to the international nature of our business and have created a working environment where people from different backgrounds can thrive. It is the Firm's policy to treat all employees and job applicants fairly and equally regardless of their gender, gender identity, marital or civil partnership status, race, colour, national or ethnic origin, social or economic background, disability, religious belief, sexual orientation, or age.

Please consider the environment before printing this job description.

## Essential Skills & Experience

- Excellent Microsoft Excel skills
- Excellent attention to detail
- Strong inter personal skills
- Maintain positive "can do" attitude at all times
- First rate organisational skills and ability to prioritise competing workloads
- Elite experience, specifically Elite 3e is ideal
- Understanding of VAT regulations
- Excellent Microsoft Excel skills
- Strong numeracy skills
- Excellent organisational skills
- Attention to detail with a high level of accuracy
- Excellent written & verbal communication skills
- Professional telephone and email manner

## The Firm

Clyde & Co is a leading global law firm, specialising in the sectors that underpin global trade and commercial activity, namely: insurance, transport, construction, energy, trade and commodities. It is globally integrated, offering a comprehensive range of contentious and non-contentious legal services and commercially-minded legal advice to businesses operating across the world. Clyde & Co is committed to operating in a responsible way. This means progressing towards a diverse and inclusive workforce that reflects the diversity of its communities and clients, using its legal skills to support its communities through pro bono work, volunteering and charitable partnerships, and minimising the impact it has on the environment. The firm has 480 partners, 2400 lawyers, 3200 legal professionals and 5000 people overall in over 60 offices and associated offices worldwide.

## Our Values

Our values are the principles that guide the decisions we make, unite us in our endeavours and strengthen our delivery, for our clients and our firm. We:

- **Work as one** We are a globally connected team of talented people who act with a firm-first mentality to achieve success
- **Excel with clients** We aim high and challenge ourselves to deliver unique excellence for our clients, keeping them at the centre of everything we do
- **Celebrate difference** We help each other to be at our best and believe our differences result in greater achievement

- **Act boldly** We seek new opportunities, take action and learn as we go, recognising that curiosity drives our development and contributes to growth

### **Business Services Competencies**

Clyde & Co is committed to providing extensive, personal and professional development opportunities for our people enabling them to be highly effective in their current role as well as assisting them to fulfil their career aspirations.

The competencies are used to inform all aspects of Business Services career development. They vary across levels and different business areas and fall under the following areas:

- Technical Excellence
- People and Team
- Client/Stakeholder Relationships
- Service Delivery and Commercial Awareness
- Personal Effectiveness

This is the job description as constituted at present; however the Firm reserves the right to reasonably amend it in accordance with the changing needs of the business.