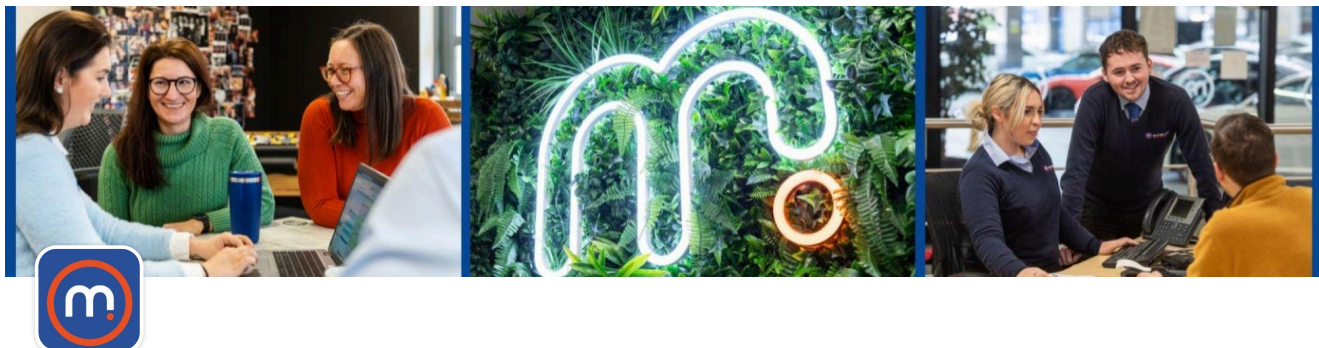


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Accounts Payable Assistant

Motorpoint • 3.6 ★

Motorpoint Head Office (Champion House), DE21 6LY Derby, United Kingdom

Permanent, Full-time

Motorpoint



★★★★☆ 171 reviews

[Read what people are saying about working here.](#)

Apply on company site



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Job Company

Job details

Here's how the job details align with your [profile](#) .



Job type

Permanent ▾



Full-time ▾



Shift and schedule

✓ Monday to Friday ▾

Location



Estimated commute

Add commuting preference

Job address

Motorpoint Head Office (Champion House), DE21 6LY Derby, United Kingdom

Benefits

Pulled from the full job description

- Annual leave
- Employee discount
- Employee assistance programme
- Company pension
- Cycle to work scheme

Full job description

Who are we?

We are Motorpoint, the UK's leading omnichannel car retailer of nearly new cars. At Motorpoint, we all share the same vision:

*To be the **Car Buyer's Champion**, trusted to deliver unrivalled **Choice, Value and Quality**.*

We believe that by creating a fantastic place to work for our colleagues, we will deliver the best possible experience for our customers. So, if you want to work with an amazing group of people who are fun, friendly and get stuff done - and who bring our values to life – **PROUD, HAPPY, HONEST, SUPPORTIVE** – by working **TOGETHER**, then Motorpoint is the place to be and we are on a mission!

The Role: Accounts Payable Assistant

Salary: We offer a competitive salary, which will be discussed during the recruitment process.

Location: Motorpoint, Champion House (Salisbury House), Wyvern Business Park, Derby DE21 6LY.

Contract Type: Permanent

Hours: 37.5 hours per week. Monday - Friday.

-

The role will include meeting busy month end deadlines. It is a fast environment where multi-tasking and attention to detail is a must. Reporting into the Accounts Payable Manager.

What will you be getting up to?

- Processing of all invoices daily through OCR system
- Accurately code and cost invoices appropriately
- Distribution of invoices to sites for approval using correct workflows
- Production of weekly reports from system to send to approving managers

- Liaising with internal customer and suppliers to resolve any issues
- Request of new supplier or updated account details forms
- Processing weekly supplier payment run
- Processing timely one off payment for suppliers
- Accurate posting of vehicle purchase invoices to supplier accounts
- Daily processing of payments for vehicle suppliers, in line with Stock Control request for payment – learning & assisting when cover required
- Assisting with any vehicle supplier invoice or payment queries
- Other Ad Hoc tasks as required

What do we need from you?

- Demonstrate behaviours in a style that upholds the Motorpoint Core Values.
- Ability to communicate with customers and colleagues in a positive manner.
- Well organised, logical approach to workload with the ability to manage several processes and tasks at the same time and prioritise accordingly.
- Thorough and consistent with attention to detail and accuracy, follows tasks through to completion.
- Open minded, willing to give and receive feedback to improve performance.
- Ability to evaluate processes and review to improve efficiency.
- Excellent IT skills.
- Excellent administration skills and problem-solving skills
- Passionate and determined approach.
- Takes responsibility for own actions and decisions.
- Flexible and responds positively to change and willing to try new ideas.
- Friendly, approachable, and enthusiastic personality.
- Previous Accounts Payable experience essential.

What is in it for you?

- Paid time off every month to do something that makes you happy
- 31 days' holiday plus days off for your birthday, getting married, or moving house
- Additional holidays for length of service
- Long service awards

- Staff discount on cars and finance options
- Discounts and cashback at hundreds of high street retailers and restaurants through our “My M.O.T” platform
- Smart Tech in partnership with Currys
- Cycle to work
- Pension
- Healthcare
- Enhanced Parental Leave
- Employee Assistance Programme (EAP)
- Vocational and personal development training courses
- Quarterly team socials
- Team feasts
- Scratch card rewards
- Sharesave scheme (SAYE)
- Plus much more!

Closing Date: 24th July 2026

Please note, this role may close before the closing date if the advert receives a high volume of suitable applications, so it is best to apply as soon as possible.

We welcome applications from people of all backgrounds. If you have any concerns about potential barriers in the application process, please get in touch so we can ensure they are removed.

#IND2

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What Job title, keywords, or company**Where** City, state, or zip code**Find Jobs**

Finance Assistant (part-time)

Meadow Foods

Marlston Court, Rough Hill, Chester CH4 9JT

£19,000 a year - Permanent, Part-time

[Apply on company site](#)

Saved



Job details

Here's how the job details align with your [profile](#) .

Pay

£19,000 a year



Job type

Part-time Permanent

Location



Estimated commute

[Add commuting preference](#)

Job address

Marlston Court, Rough Hill, Chester CH4 9JT

Benefits

Pulled from the full job description

- Sick pay
- Free parking
- Health & wellbeing programme
- Enhanced maternity leave
- Enhanced paternity leave
- On-site parking

Full job description

Why Join Meadow Foods?

This is a great opportunity to join a well-established manufacturing business and develop practical finance experience within a busy Accounts Payable function. You will work closely with finance and operational colleagues, gain exposure to supplier payments and reconciliations, and play an important role in supporting accurate and timely purchase ledger processing across Meadow Foods.

Role Details

Meadow Foods is one of the UK's leading suppliers of dairy ingredients, blended products and value-added solutions to the food manufacturing industry. As part of an international group, we are committed to delivering quality products, operational excellence and continuous improvement across our business.

We are looking for a Purchase Ledger Finance Assistant to support the day-to-day running of our Accounts Payable function. This is a junior finance role suited to someone with strong attention to detail, good organisational skills and an interest in building experience across supplier invoice processing, payment preparation, reconciliations and financial controls within a busy manufacturing environment.

Working hours

This is a part time role to be worked 3 days a week with working days starting from 08:30am to 16:30.

Key Responsibilities

- Process and review supplier purchase invoices ensuring they are accurately matched, coded and posted on a timely basis
- Code and process haulage invoices in line with transport movements and agreed supporting documentation
- Code and manage demurrage purchase invoices, ensuring costs are recorded accurately and queries are escalated where required
- Maintain supplier accounts by reviewing statements, resolving invoice queries and completing regular supplier account reconciliations
- Support the maintenance of accurate purchase ledger records and help ensure all AP processes are completed in line with internal deadlines
- Prepare and validate BACS payment runs, including mid-month supplier payments, ensuring payment details are accurate before approval
- Support the arrangement and processing of farmer payments in line with agreed payment timetables
- Maintain strong cash control by checking payment values, supplier details and supporting documentation before payment files are submitted
- Maintain accurate records and supporting documentation to evidence purchase ledger transactions and payment approvals
- Respond to supplier and internal queries in a timely and professional manner, escalating complex issues where required

- Assist with finance system updates, supplier record maintenance and AP-related data quality checks

Essential Requirements

- Previous experience in a purchase ledger, accounts payable or finance administration role.
- Good understanding of supplier invoice processing, coding, matching and payment preparation.
- Confident working with supplier statements, reconciliations and invoice queries.
- Good Excel skills and experience using ERP or accounting systems.
- Clear communication skills and a professional approach when dealing with suppliers and internal stakeholders.
- Experience in a manufacturing, FMCG or food production environment.
- Exposure to purchase ledger processes, BACS payments and haulage invoices

A key requirement of this role is the ability to travel to our Chester site for the scheduled start times mentioned above.

This is not a full description for the role. A full job description can be provided upon request during the interview stage.

Please note applications are being reviewed while this role is advertised and may close earlier if a high number of applications are received.

Pay: £19,000.00 per year

Benefits:

- Enhanced maternity leave
- Enhanced paternity leave
- Free parking
- Health & wellbeing programme
- On-site parking
- Sick pay

Work Location: In person

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Employability And Career Development

Assignment 2

Task 1

My main job is Account Assistant, I have compared two job adverts for finance roles. The first advert is for a Finance Assistant at Meadow Foods. The second advert is for an Accounts Payable Assistant at Motorpoint. Both roles support the finance department and involve working with financial insight every day. Although the job titles are different, they require many of the same skills and knowledge. However, there are also some skills and knowledge. However, there are also some differences in the duties and responsibilities.

The Finance Assistant advert explains that the employee will process invoices, update financial records, assist with payments, and navigate Microsoft Excel. The role also requires basic bookkeeping knowledge and the ability to keep financial insight accurate. The employee should work carefully, follow company procedures, and protect confidential insight. Good organisation is crucial because several tasks must be accomplished every day.

The Accounts Payable advert explains that the employee will process supplier invoices, reconcile accounts, manage payment records, and support the accounts payable team. The employee should have superb computer skills, communicate well with colleagues, and meet deadlines. The advert also says that the employee must work accurately and solve simple issues when they happen.

After comparing both adverts, I identified several crucial skills and knowledge areas. Both employers require communication skills, teamwork, organisation, time-management, computer skills, attention to detail, problem-solving skills, Microsoft Excel skills, accuracy, reliability, and professionalism. Both jobs also require knowledge of financial records, invoices, payments, and company procedures. The Finance Assistant role focuses more on general finance support, while the Accounts Payable Assistant role focuses more on supplier payments and accounts payable duties.

One crucial skill for both jobs is attention to detail. I believe the skill is essential because employees work with numbers, invoices, payments, and financial records every day. A small mistake could create issues for the Business. In my future role as an

Accounts Assistant, I will navigate attention to detail when entering financial insight, checking invoices, and preparing payment records. I will constantly check my work before accomplishing a task to reduce mistakes and improve accuracy. This skill will assist me become a reliable employee, support my team, and provide accurate financial insight. I believe improving this skill through university and future work experience will assist me become a successful Accounts Assistant. These adverts show that employers value employees who are willing to learn, accept feedback, work independently, respect deadlines, and support colleagues during busy periods with a positive attitude consistently.

Task 2

Self-assessment (SWOT Analysis)

A SWOT analysis assists me understand my strengths, weaknesses, opportunities, and threats. It allows me to identify the skills I already have and the areas I need to improve. This self-assessment will assist me prepare for my future career as an Accounts Assistant and achieve my employment goals.

One of my main strengths is that I am organised and responsible. I constantly attempt to complete my university work before the deadline and keep my notes and files organised. I also have superb communication skills, which assist me work well with other individuals during group activities. Another strength is my attention to detail. I understand that an Accounts Assistant must work carefully because even a small mistake can affect financial records. I am also willing to learn new skills and improve my knowledge through study and practice.

One of my weaknesses is that I do not have much work experience in accounting. I am still developing my confidence when navigating accounting software and dealing with real financial documents. Occasionally I take longer to complete tasks because I want to check my work carefully. Although these assists reduce mistakes, I need to improve my speed while maintaining accuracy. I also want to improve my confidence when speaking in front of groups and during job interviews.

There are many opportunities that can assist me achieve my career goals. My university course gives me the chance to learn about Business, Finance, and accounting. I can also improve my Microsoft Excel skills and learn more about bookkeeping and accounting software. Applying for internships, part-time jobs, or volunteer work will give me practical experience. These opportunities will assist me develop professional skills and prepare me for a future job as an Accounts Assistant.

There are also some threats that may affect my future career. Many people apply for accounting jobs, so competition is high. Employers often prefer candidates with previous work experience, which can make finding my first job more arduous. Technology is also changing quickly, so I must continue learning new software and accounting systems. If I do not improve my skills, it may become harder to compete with other applicants.

Overall, this SWOT analysis has assisted me understand my current abilities and the areas I need to improve. By building on my strengths, reducing my weaknesses, using available opportunities, and preparing for possible threats, I believe I can become a confident and successful Accounts Assistant in the future.

Evidence of Readiness

My readiness for employment and personal advancement has developed through my education, university studies, and extracurricular activities. These experiences have helped me improve crucial skills that will support my future career as Accounts Assistant. I understand that employers are looking for candidates who are responsible, organised and willing to learn. I believe I am developing these qualities every day.

One example of my readiness is my academic achievement. I am currently studying Business at UWTSD. I have completed assignments, presentations, and group activities. These tasks have improved my communication, teamwork, organisation, and time management skills. I have also learned about business, finance, and accounting, which has increased my knowledge and prepared me for working in a finance environment.

Another example is the development of my computer skills. At university, I navigate Microsoft Word, PowerPoint, and Microsoft Excel to complete my coursework. I understand that Excel is an essential program for an Accounts Assistant because it is

used to organise financial insight and perform calculations. I continue practicing these skills to improve my confidence and accuracy.

Although I do not have much professional accounting experience yet, I am willing to learn and improve. I understand that every successful employee starts by gaining knowledge and practical experience. I am prepared to accept feedback from managers and colleagues because I believe this will assist me become more confident and successful in my future career.

My extracurricular activities have also assisted me prepare for employment. I enjoy playing football and basketball because these sports have taught me the crucial of teamwork, discipline, communication, and respecting others. Working with teammates has assisted me understand how to cooperate, solve problems, and achieve shared goals. These qualities are also essential in the workplace.

I have also improved my personal development by completing work before deadlines and taking responsibility for my studies. I understand the crucial of being reliable and organised. These habits will assist me manage tasks effectively in an Accounts Assistant role.

Overall, I believe I am ready to continue developing my employability skills. My education, university studies, computer knowledge, and extracurricular activities have prepared me for future employment. I know I still have more to learn, but I am motivated to improve my skills and gain practical experience. I am confident that with continued learning, hard work, and positive attitude, I will become a successful Accounts Assistant and make a valuable contribution to my future employer.

Task 3

Set Employment Goals

Specific	Measurable	Achievable	Relevant	Time-Bound
Because I want to work in the finance department of a company.	Because I will apply for at least five jobs every week and improve my CV and interview skills.	Because I am studying Business and learning accounting, Microsoft Excel, and communication skills	Because it matches my career goal of working in accounting.	Because I want to achieve this goal within twelve months.

My long-term goal is to become a qualified accountant. I plan to continue learning, gain work experience, and complete professional accounting qualifications. This goal will assist me develop my knowledge, increase my responsibilities, and build a successful career in the finance industry. I am determined to work hard and achieve these goals.

Develop a Personal Development Plan

My personal development plan will assist me improve the weaknesses identified in my SWOT analysis. During the next twelve months, I will improve my Microsoft Excel and accounting software skills by completing online courses and practicing every week. I will also ask my lectures for feedback to improve my coursework and communication skills. To gain practical experience, I will for part-time jobs, internships, or volunteer opportunities in finance or administration. It will prepare for interviews by practicing common interview questions and updating my CV regularly. I will navigate university career services, online learning websites, and professional workshops as resources to support my development. I will measure my progress by completing training courses, receiving positive feedback from lectures, improving my assignment grades, and attending interviews. My goal is to become more confident, organised and prepared for an Accounts Assistant role.

What Job title, keywords, or company**Where** City, state, or zip code**Find Jobs**

Finance Assistant (part-time)

Meadow Foods

Marlston Court, Rough Hill, Chester CH4 9JT

£19,000 a year - Permanent, Part-time

[Apply on company site](#)

Saved



Job details

Here's how the job details align with your [profile](#) .

Pay

£19,000 a year



Job type

Part-time Permanent

Location



Estimated commute

[Add commuting preference](#)

Job address

Marlston Court, Rough Hill, Chester CH4 9JT

Benefits

Pulled from the full job description

- Sick pay
- Free parking
- Health & wellbeing programme
- Enhanced maternity leave
- Enhanced paternity leave
- On-site parking

Full job description

Why Join Meadow Foods?

This is a great opportunity to join a well-established manufacturing business and develop practical finance experience within a busy Accounts Payable function. You will work closely with finance and operational colleagues, gain exposure to supplier payments and reconciliations, and play an important role in supporting accurate and timely purchase ledger processing across Meadow Foods.

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Working hours

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Key Responsibilities

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- Assist with finance system updates, supplier record maintenance and AP-related data quality checks

Essential Requirements

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Pay: £19,000.00 per year

Benefits:

- Enhanced maternity leave
- Enhanced paternity leave
- Free parking
- Health & wellbeing programme
- On-site parking
- Sick pay

Work Location: In person

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