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Accounts Payable Assistant

Marston Green, Birmingham (B37)

Show my commute time

£23,000 - £25,000

NewFlex

Permanent

Recently

Role: Accounts Payable Assistant

Location: Birmingham Business Park

Hours: 37.5 hours between 9:00am – 5:30pm
Monday - Friday (occasional work out of normal business hours)

Reporting to: Transactional Finance Supervisor

Who are we?

NewFlex operates a rapidly expanding and diverse nationwide network of business centres offering flexible workspaces to entrepreneurs and businesses. We give our Customers the flexibility, independence, 'Freedom at Work', and support to create, grow and enjoy running their businesses in our centres.

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Who are we?

NewFlex operates a rapidly expanding and diverse nationwide network of business centres offering flexible workspaces to entrepreneurs and businesses. We give our Customers the flexibility, independence, 'Freedom at Work', and support to create, grow and enjoy running their businesses in our centres.

We've been going from strength to strength for 25 years to cement our position as 'The Property Manager for the New Economy'. We're currently experiencing a sensational period of growth as the flexible officing revolution continues to disrupt the traditional office market. Our unique Client management model connects building owners (Clients) with occupiers (Customers) to generate cash from underutilised office space in all types of buildings from Aberdeen to Brighton. NewFlex is creating a positive alternative in the business centre market.

What are our values?

Our values shape our culture and guide us how we go about our daily business to support our purpose and ambition.

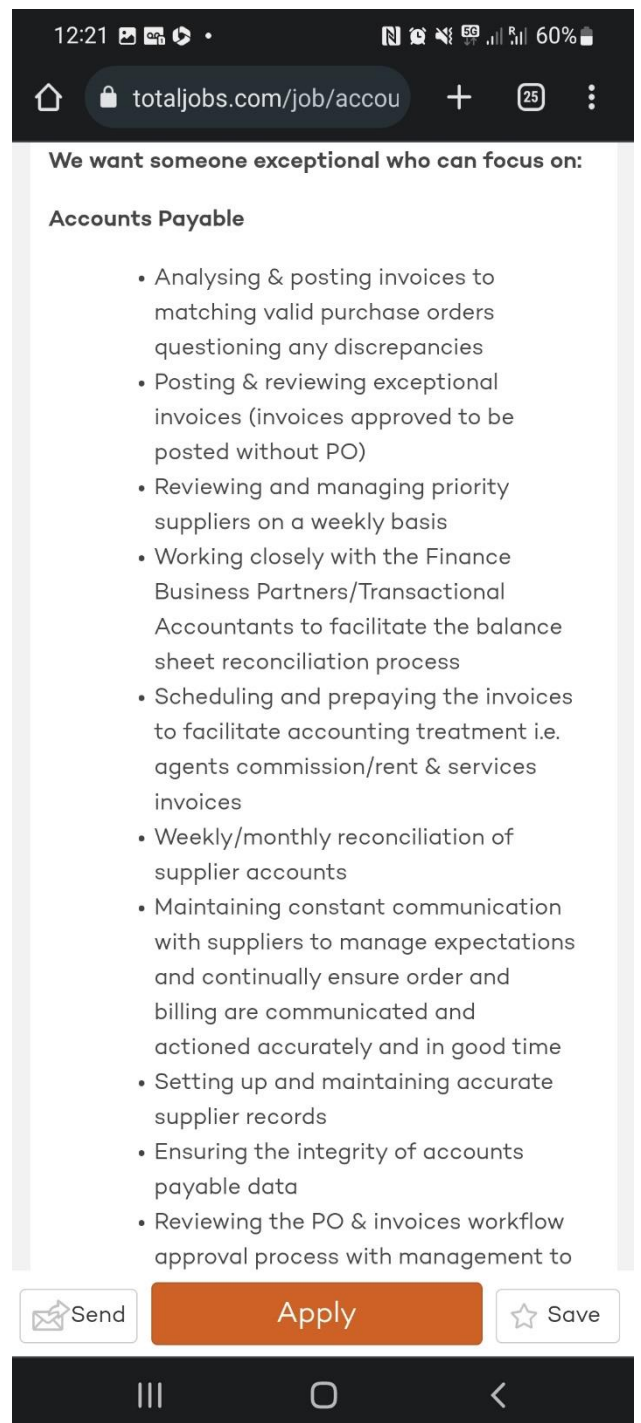
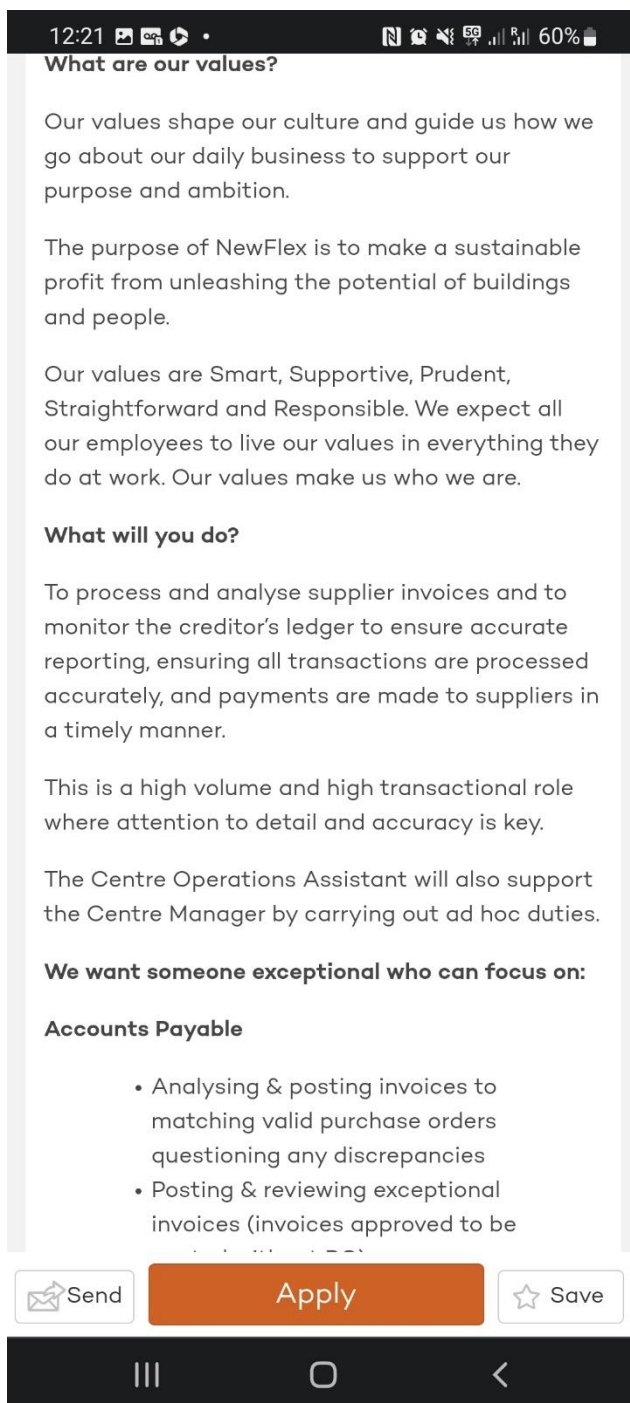
The purpose of NewFlex is to make a sustainable profit from unleashing the potential of buildings and people.

Our values are Smart, Supportive, Prudent, Straightforward and Responsible. We expect all

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Payments & Reporting

- Ensuring the prompt payment of authorised invoices in line with payment terms
- Management of the resolution of any payment queries
- Producing weekly/monthly BACS runs for authorisation
- Reporting queries to the business
- Production of AP related daily/weekly/monthly reports

Stakeholder Management

- Liaising with suppliers and internal stakeholders
- Providing excellent customer service to stakeholders around query resolution
- Dealing with internal & external audit related queries

Health & Safety

- Ensure that you are aware of and work to policies relating to your statutory H&S obligations

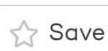
Stakeholders

- Clients
- Prospects
- Customers
- Colleagues in all departments
- Newable Group Boards



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- Minimum Grade C in English and Maths (or equivalent)

Key skills/behaviours required for this role:

- Planning and organising
- Good attention to detail
- Problem solving
- Resilient and embraces change
- Team player

What will we offer you?

- £23,000 - £25,000
- 33 days Annual Leave (including Bank Holidays)
- Discounted Private Medical Insurance Cover
- Life Assurance
- Income Protection Insurance
- Payroll Giving
- Cycle Scheme
- NEST Pension Scheme
- Employee Assistance Programme
- Annual Flu Jabs
- Eye Tests
- Training Support Package
- Enhanced Maternity, Adoption, Shared Parental and Paternity Pay
- Annual Professional Membership Subscription

This vacancy will close once we have filled all available interview slots. We therefore highly recommend early applications.

REF-203132



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eila Costa

15 Mason Road B24 9EH Birmingham • 07756420431 • Keilacosta94@gmail.com •

26th February 2023

To Whom it may concern,

I am writing in order to apply for the position of Accounts Payable which seemed very interesting and fit my profile because like as can be seen on my CV right after finishing my degree my first experience in Finance was as Accounts Payable where I learned how to analyse invoices, checking the type of invoice, if is the correct entity, the VAT and the invoice amount among other details. As Accounts Payable I also had to check if the PO match with the invoice or if not if there was some error I communicated directly to with those responsible for creating the PO's in order to solve the problem. In this same company I worked as Expenses Analyst Assistant where I learned to follow the company's policies in the process of auditing and approving employee expenses.

I always thought it would be important for my career to have an international experience so before Brexit I Packed my luggage and organised my trip to UK where I could improve my English and learn functions like Banking Administrator and Finance analyst.

Being an organized and attentive person to details helped me adapt very well to both functions and because it was a very busy work environment I learned efficient ways to work with Excel.

I'm a resilient person who believes that for every problem there is a solution. I describe myself as a flexible, responsible, with great learning capacity, hardworking with a positive "can do " attitude, and the kind of person who says "good morning" every day to everyone with a smile.

Please review my attached CV for additional details about my education and career achievements. I appreciate your time and I would like an appointment to discuss how my experience meets your needs.

Sincerely,

Keila Costa

Keila Da Costa

Mobile: 00447756420431

Email: KeilaCosta94@gmail.com,
www.linkedin.com/in/keilacosta1

Personal Profile

I started working at Claire's as a banking administrator a few months ago. Prior to this I worked as a customer service assistant for Lidl, for 7 years in Lisbon to support and finance my BSc in Accounting and Business Administration at the University of ISCAL, during which time, I also gained some experience as an assistant accountant for Thales Business Support Services a Portugal-based international company.

I am a hardworking, quick learning, self-motivated individual with a positive "can do" attitude that would like a new beginning in your company to strengthen my current skills and expand on knowledge and experience.

EDUCATION AND QUALIFICATION

BSc Accounting and Business Administration at University of ISCAL (2020), Lisbon, Portugal:

Subjects: Financial Statement Analysis
Accounting Information Systems
Business Project Simulation
Finance Accounting

Graduated 2:1 Dissertation "Final Report and Evaluation of Business Preposition"

English Proficiency (2019): Certificate of English Achievement
(1 month full time course in Oxford with EF Education First)

A Levels (2015): Portuguese, English, French, Mathematics, IT, Statistic, Geography
Economics

Work Experience

Banking and Finances

Mid-June 2022 – February 2023: Financial Analyst, Claire's, Birmingham, UK

- Prepared reconciliations of prepayments and accruals for Portugal and Italy
- Maintained Balance Sheet Reconciliations.
- Analysed and identified reasons for key variances in month end
- Prepared VAT for Portugal and Italy
- Analysed and updated reconciliations for the Fixed Assets Register ensuring that all assets for Portugal and Italy were posted correctly

- Analyse and approve/reject POs and Invoices to be Capex for Portugal and Italy

March 2022 – Mid-June 2023: Banking Administrator, Claire's, Birmingham, UK

- Looking after the daily reconciliation of all European accounts
- Dealing with payments of all European countries except for Spain
- Working with Oracle Financials to check, set up and modify suppliers' data
- Archiving and filing of all incoming correspondence in conformity with any and all legal requirements
- Took incoming calls from suppliers regarding banking queries and resolved any issues raised.

Customer service and retail

February 2021 – March 2022: Customer Assistants, Lidl, Birmingham, England

- Cashier and providing friendly customer service
- In charge of production of quality breads and pastries following Lidl standards and in a timely manner
- Store maintenance of cleaning to ensure high standards of hygiene and to look good at all times
- Help on unpack deliveries and shelves re-position

AP Invoices & Expenses Analyst Assistant

September 2019 – November 2020: Accounts Payables Assistant, Thales Business Support Services, Lisbon, Portugal

- Process accounting documents manually in Oracle Financials, Process IT and Readsoft
- Auditing and Approving of employees travel and expenses in SAP Concur and ensure compliance with each of the specific Travel and Expenses Policies
- Support month end preparation
- Statement reconciliation
- Identify invoices that are overdue or have not received.
- Corresponding with employees and respond to inquiries in English related to Company Expenses.
- Main operational tasks include receiving and processing of invoices (Check the right goods, the right VAT, the amount and the entity)
- Comply with relevant internal controls, policies, and procedures.
- Daily usage of working with Oracle Financials ERP

Customer service and retail

August 2013 – November 2020: Customer Assistants, Lidl, Lisbon, Portugal

- Cashier and providing friendly customer service
- In charge of production of quality breads and pastries following Lidl standards and in a timely manner
- Store maintenance of cleaning to ensure high standards of hygiene and to look good at all times
- Help on unpack deliveries and shelves re-position

July 2009 – April 2010: Call Centre Operative, MEO, Lisbon, Portugal

- Inbound calls to existing MEO customers

- Resolving customer queries or forwarding to appropriate internal contact
- Telemarketing; promoting special offers or upgrades

Further Skills

IT Proficiency: MS Office (Excel, Word, PowerPoint)

Other IT skills: Oracle Financials, Concur SAP, Readsoft, Verify, software Primavera, Pennine

Languages: Portuguese (Native), English, Spanish

References

Available on request.