

## Employment Vacancy

Name of Club:-

ALC Ref No:-

Job title:-

Full/part time:-

Location:-

Duration:-

**Brief Job Description:-**

The Queen's Club are recruiting for an Accounts Payable to join the Accounts Team.

You will need to provide an efficient and accurate purchase ledger process supporting the accounts team where required and delivering a friendly and professional service across the Club.

The successful candidates' key responsibilities will be to ensure the delivery of a prompt helpful and friendly accounts service is maintained at all times. Check coding of all invoices, liaising where necessary with managers, to ensure authorised prior to input. Accurately input invoices onto sage 200 on a daily basis. Reconcile supplier statements and where required deal with supplier queries in a friendly and professional manner, the ability to work under pressure while working efficiently in a team environment.

Above all, you will need to be personable and enthusiastic. You'll be highly collaborative with the ability to work with colleagues at all levels across the club. You'll be someone who is self-motivated, with a proactive, positive attitude. Being organised, flexible and an adaptable approach to work.

If you have the skills required and would like to join our team working with people who are passionate about delivering a high level of service then please submit your C.V along with a cover letter to [recruitment@queensclub.co.uk](mailto:recruitment@queensclub.co.uk)

Hours/week:-

Wage/Salary:-

Contact Name:-

Telephone No.

Email:-