



# **Accounts Payable Assistant**

## **Full time, permanent**



## ABOUT ALEXANDRA PARK AND PALACE

As a charity and the most prominent cultural destination and park in North London, Alexandra Palace or Ally Pally as we're affectionately known, is 150 years old.

Alexandra Park and Palace is a major event, heritage and cultural destination in north London. It is a rare survivor of the great Victorian age of entrepreneurship, exhibition, and spectacle and was the birthplace of BBC Television in 1936.



In return for your hard work, we offer:

- Generous annual leave allowance – **28 days** (pro rata for part time employees)
- Additional 4 privilege days usually set around Christmas and New Year
- Opportunity to enter a ballot for **free event tickets**
- Summer and Winter social parties
- Discounts across our on-site catering units + more

## ROLE DESCRIPTION

The **Accounts Payable Assistant** is responsible for processing purchase invoices accurately and liaising with colleagues regarding supplier and client accounts.

Experience in a similar role within a finance team is essential along with strong attention to detail and solid numeracy skills.

The salary is **£27,607 per annum**

This is a full-time position working 37.5 hours per week

## HOW TO APPLY

To apply please send your CV and a covering letter outlining how you meet the requirements of the role to [recruitment@alexandrapalace.com](mailto:recruitment@alexandrapalace.com)

Please also complete and return an [Equalities Monitoring Form](#) with your application.

The closing date for this position is **9am Tuesday 15 October**

Due to the volume of applications, we are unable to offer feedback to those not shortlisted for interview.

## OUR COMMITMENT TO EQUALITY AND DIVERSITY

We are committed to providing equality of opportunity and encourage job applications from people of all backgrounds. We strive to build a diverse and inclusive workforce that is representative of our community and helps us to deliver more for our visitors. We particularly encourage applications from candidates from ethnic minority backgrounds and candidates with disabilities.

<b>Job Title</b>	<b>Accounts Payable Assistant</b>
<b>Department:</b>	Finance and Resources
<b>Responsible To</b>	Financial Transactions Supervisor
<b>Responsible For</b>	None
<b>Overall job purpose</b>	Responsible for processing purchase invoices accurately and liaising with colleagues regarding supplier and client accounts
<b>Key internal relationships</b>	Finance; Sales; Events; Theatre; Ice Rink; HR; Facilities; Park
<b>Key duties and responsibilities</b>	<p><b>Invoice Processing:</b> Receive, review, and verify invoices and payment requests for accuracy, proper approval, and compliance with company policies.</p> <p><b>Data Entry:</b> Accurately enter invoice details into the accounting system, ensuring proper coding and matching with purchase orders where applicable.</p> <p><b>Payment Processing:</b> Prepare and process electronic transfers, BACS payments, and check runs on a regular schedule.</p> <p><b>Vendor Management:</b> Maintain and update vendor records, ensuring all information is current and accurate. Address vendor inquiries regarding payment status and resolve discrepancies.</p> <p><b>Reconciliation:</b> Assist in reconciling accounts payable transactions and monthly statements. Investigate and resolve discrepancies between invoices, purchase orders, and payment records.</p> <p><b>Compliance:</b> Ensure adherence to company policies, accounting standards, and regulatory requirements. Assist in preparing documentation for audits.</p> <p><b>Reporting:</b> Generate and distribute accounts payable reports, including aging reports and payment forecasts, to support management decision-making.</p> <p><b>Team Support:</b> Collaborate with other members of the finance team to improve processes, implement best practices, and ensure smooth operation of the accounts payable function.</p> <p>Liaise with non-finance colleagues to explain the process and procedures for purchasing goods supporting colleagues to submit the correct information in the right format.</p> <p><b>Administrative Support:</b></p>

	Provide general administrative support to the finance department, including filing, document management, and other tasks as needed.
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<b>Person Specification</b>	<u>Essential</u>	<u>Desirable</u>
	<p><b>Education / Qualifications / Memberships</b></p> <p>GCSE in Maths and English</p> <p><b>Experience</b></p> <p>Proven experience in a similar role, preferably in retail, hospitality, or leisure sector</p> <p>Experience working with advanced computerised accounting packages</p> <p>Experience assisting suppliers and colleagues with invoice processing queries</p> <p><b>Skills and Knowledge</b></p> <p>Excellent numeracy skills and attention to financial detail</p> <p>Able to work under pressure and to tight deadlines</p> <p>Good communication skills with the ability to explain financial process and procedures to non-finance colleagues</p> <p>Ability to gather, analyse and present financial information</p> <p>Customer focussed</p> <p>Team player</p> <p>Ability to work accurately to deadlines</p> <p>Proficient in Microsoft Office</p>	<p>Experience working with Exchequer, Sage 200, Navision, Access Financials or similar.</p>

**Financial responsibilities**

Budget Administrator

**People management responsibilities**

No direct reports

## GENERAL OBLIGATIONS

### i. Health and Safety

All employees have a legal duty to ensure the health and safety of people at work and members of the public on site in accordance with H&S legislation and AP policy.

### ii. Equality and Diversity

Alexandra Palace is committed to the fair treatment of all our staff. We are committed to giving equal access to recruitment and selection, promotion and career development, training, pay and benefits.

We will provide reasonable support to disabled applicants throughout the recruitment process. If you feel that you need any additional support or reasonable adjustments to take part in the interview process, please contact the HR team

### iii. Safeguarding

Demonstrate commitment to safeguarding of children, young people, and adults at risk.

### iv. GDPR

To handle personal data in accordance with the organisation's data protection policy and to record all processing activities in the organisation's data register where appropriate.

### v. Sustainability

We are committed to a Sustainability strategy and policy, working towards finding new, innovative, and economical ways to stay green

## CUSTOMER SERVICE STANDARDS



## VALUES AND BEHAVIOURS

1. We are Collaborative
2. We are Bold
3. We are Open and Genuine
4. We are Resourceful

### The Core Competency Framework

Each competency has an overall description. It is then broken down by level into “We will” and “We won’t” indicators. This role is a level I (of 4) and therefore should be demonstrating behaviours at level 2.

## 1. We are COLLABORATIVE

“We work as one team, sharing ideas, knowledge and insight to achieve our common purpose”

	We Will	We Won't
Level 2	<ul style="list-style-type: none"> <li>• Work with other teams to raise and solve issues</li> <li>• Hold regular meetings to gain team input</li> <li>• Be visibly available to my team</li> <li>• Book weekly catch ups with other teams</li> <li>• Think and act as one organisation</li> <li>• Pro-actively talk to others rather than sending emails</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage silos or working in isolation</li> <li>• Think our work is more important than that of other teams</li> <li>• Make decisions without consulting other teams that may be impacted</li> </ul>

## 2. We are BOLD

“We are bold and we embrace change – we constantly look for new opportunities and innovative ways of doing things

	We Will	We Won't
Level 2	<ul style="list-style-type: none"> <li>• Try new ideas and think outside the box</li> <li>• Look for possibilities and opportunities everywhere – taking time to think creatively</li> <li>• Have faith in my ideas and find my voice</li> <li>• Encourage the ideas of others more often</li> <li>• Utilise the experience of the whole team</li> <li>• Strive to improve the customer experience</li> <li>• Encourage others to see mistakes as learning</li> </ul>	<ul style="list-style-type: none"> <li>• Say “I can do better” but then do nothing</li> <li>• Accept something just because it is the way it's always been done</li> <li>• Shut down ideas without thinking about the pros and cons</li> <li>• Resist change because it is too challenging</li> <li>• Think “I can't do it”</li> <li>• Say “No” but not explain why</li> </ul>

## 3. We are OPEN AND GENUINE

“We are inclusive and diverse - welcoming all through our doors. We are genuine - we do what we say we will and do it in a way that is in line with our values.”

	We Will	We Won't
Level 2	<ul style="list-style-type: none"> <li>• Get to know my team members</li> <li>• Be human – show empathy and care for others</li> <li>• Thank people and make them feel good</li> <li>• Accept all - embrace different points of view</li> <li>• Confront difficult situations with openness, sensitivity, care and empathy</li> <li>• Pro-actively address exclusion and discrimination</li> </ul>	<ul style="list-style-type: none"> <li>• Exclude people because I find them difficult or challenging</li> <li>• Ignore or belittle the ideas or thoughts of others</li> <li>• Allow our own view to prevail not taking into account differences of opinion or approach</li> <li>• Tolerate exclusion or discrimination</li> <li>• Delegate to the same people as they always say “Yes” and avoid delegating to others</li> </ul>

## 4. We are PASSIONATE & FUN

“Our job is to put smiles on people's faces, by being engaged and passionate about all that we do. We deliver our purpose with fun and enjoyment”

	We Will	We Won't
Level 2	<ul style="list-style-type: none"> <li>• Act as a role model for others by demonstrating passion for my job and energy every day</li> <li>• Go the extra mile – setting an example for the team</li> <li>• Make time to celebrate success</li> <li>• Inspire, develop and build my team</li> <li>• Focus on delivering quality for myself and my team</li> <li>• Create a culture of fun so that we can all enjoy what we do</li> </ul>	<ul style="list-style-type: none"> <li>• Act negatively - moaning and criticising</li> <li>• Forget to celebrate</li> <li>• Just do the minimum to get by</li> <li>• Accept negativity or inappropriate behaviours in our teams</li> </ul>

## 5. We are RESOURCEFUL

“We use what we have creatively to get the best results possible, solving problems and overcoming difficulties”

	<b>We Will</b>	<b>We Won't</b>
<b>Level 2</b>	<ul style="list-style-type: none"><li>• Bring solutions not just problems and complaints</li><li>• Take a “see it and own it” approach</li><li>• Make smart use of our resources</li><li>• Actively look outside for new ideas and research</li><li>• Attend and encourage others to attend training and conferences and bring back new ideas</li><li>• Understand what generates profit</li><li>• Free up budgets to spend where most needed</li><li>• Empower and coach my team to come up with their own solutions</li><li>• Make use of people’s skills from outside of work as well as at work</li></ul>	<ul style="list-style-type: none"><li>• Use resources just because we have them</li><li>• Say “no” just because of lack of resource</li><li>• Just go for quick wins because they are easy</li><li>• Allow wastage in our work areas</li><li>• Take on too much at once</li><li>• Create a stressful environment for myself or those around me</li></ul>