

Accounts Payable Administrator

An exciting opportunity has arisen for an Accounts Payable Administrator to join our Finance Team on a full-time, permanent basis.

Salary £28,000 per annum.

Working as part of small team, this role will suit a meticulous and detail-oriented person who can accurately input invoice details, process payments on time and notice discrepancies in receipts and invoiced amounts.

The successful candidate must have prior purchase ledger experience as well as experience with Sage. Excellent communication skills and confidence in working with Excel are also essential.

If you would like to join our unique and vibrant organisation to become a part of the Marwell Family, please view the full candidate brief below and send a completed application form to jobs@marwell.org.uk.

Closing Date: 22 February 2026

Interview Date: 26 February 2026

Accounts Payable Administrator

Role Profile

Job Title: Accounts Payable Administrator

Benefits: Pension at 5%, 33 days annual leave including Bank Holidays

Hours: 35 hours per week, Monday – Friday

Location: Marwell Wildlife

Reports to: Head of Finance

The role will suit a meticulous and detail-oriented person who can accurately input invoice details, process payments on time and notice discrepancies in receipts and invoiced amounts. You will be working as part of a small, friendly team.

The Role

- Responsible for all Accounts Payable activities for Marwell Wildlife and Marwell Services Limited
- Responsible for keeping the purchase ledgers up to date
- Maintain invoice processing system to ensure accurate input of invoices within given time frames
- Generate and complete monthly BACS payment runs
- Prepare ad-hoc payment requests
- Liaising with cost centre managers to identify issues, build relationships and manage queries efficiently
- Proactive external query management to ensure invoice queries are resolved in a timely basis, to include supplier statement reconciliation
- Help identify and promote efficiencies in the purchasing process within the organisation
- Process credit card and cash expenses.
- Assist with month end and year end process to include analysis of Aged Creditors reports and Balance Sheet items
- Relief cover for the preparation of cash for banking and the arrangement for the physical collection of cash
- Any other duty deemed reasonable as required by the Head of Finance
- Awareness of the aims and objectives of Marwell Wildlife
- Identify with and contribute to Marwell Wildlife's Brand Values, mission and charitable objectives
- Compliance with all existing Health and Safety Regulations as relevant to the post

The Candidate

Qualifications & Experience

Essential

- Worked in small finance team with purchase ledger experience
- Experience with Sage (preferably 200)
- Familiar with bookkeeping processes and VAT
- 5 GCSE's including Maths & English at grade C or above (or equivalent)
- Basic understanding of health and safety requirements

Desirable

- AAT qualification in accounting would be an advantage

Attributes

- Confident working with Excel
- Excellent communication skills
- Can work efficiently and accurately without supervision
- An understanding of the values and behaviour expected within this role
- An understanding of how this role supports the delivery of our charitable outputs