

## **Accounts Payable Clerk**

Mo-Sys Engineering Ltd  
London, SE10 0PA  
Permanent, Full-Time

### **About the Role:**

This is an interesting opportunity for a skilled Accounts Payable Clerk to work with a leading designer and manufacturer of advanced camera robotics and game-changing technologies for film, TV, and live broadcast.

We're looking for a professional to provide financial, administrative and clerical support to a scaling organisation. A successful candidate will have meticulous attention to detail and accuracy, great problem identification and resolution skills, and a 'can do' attitude.

### **What You'll Do:**

You'll complete payments and control expenses by receiving payments, and processing, verifying and reconciling invoices.

- Work with 300+ suppliers
- Process purchase invoices and expense claims and manage the purchase ledger function on Xero
- Regularly request supplier statements to ensure an up-to-date information flow of invoices to finance
- Liaise with suppliers and deal with queries to resolve issues
- Payment runs and reconciliations
- Allocate direct debit payments
- Reconcile payments and customer receipts in multi currencies
- Post all receipts/credits on computer system to ensure there is an up-to-date position
- Assist in identifying ongoing process improvements
- Assist in filing all paperwork generated within the Accounts team
- Outlook inbox management
- Assist with other ad hoc duties within the accounts department as and when required

### **What We're Looking For:**

- Prior Accounts Payable working experience
- Reasonable understanding of international VAT
- Working knowledge of Excel and Outlook
- Previous experience in Xero is preferable
- Strong organisational and planning skills
- Information collection and management skills
- Problem identification and resolution skills

- Written and verbal communication skills
- Ability and willingness to adapt to the business needs of an evolving organisation

**Benefits & Perks:**

- Standard office working hours
- Casual office environment
- Private health insurance
- Group life insurance
- Subsidised healthy lunch
- Discretionary annual bonus
- Summer BBQs and social events

**About Us:**

Mo-Sys is an innovative designer and manufacturer of advanced camera robotics and virtual technologies for the high-end film and broadcast industry. Our product range spans remote heads and motion control, broadcast robotics, mechanical and optical camera tracking for AR and VR, and on-set visualization.

We ship to broadcasters in 40+ countries to a customer base including BBC, Fox, CNN, ESPN and Sky. Mo-Sys remote heads and robotics are used on many Hollywood blockbusters including Life of Pi, Birdman, Shape of Water, Tron, Source Code and Adjustment Bureau. We have also delivered boundary-pushing technology projects in close collaboration with clients like Red Bull Air Race and the film Gravity.

We pride ourselves on having endless creativity, a “can do” attitude and a friendly family feel to the company. We’re looking for people who want to make a difference and have a hardworking and collaborative attitude.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions should be regularly reviewed to ensure they are an accurate representation of the post. (05/04/2022).