



TCR Group – Accounts Payable Administrator



Accounts Payable Administrator

The Opportunity

Join our Finance team as an Accounts Payable Administrator and play a key role in maintaining accurate supplier accounts and efficient payment processes. Your organisation and attention to detail will support our Finance operations and supplier relationships.

Key Responsibilities

- Sort, code, review and post invoices in both manual and digital environments.
- Match invoices against purchase orders, investigating and resolving discrepancies.
- Request credit notes from suppliers when required.
- Resolve 'on-stop' supplier accounts promptly.
- Build and maintain strong relationships with suppliers and internal stakeholders.
- Reconcile purchase ledger accounts with supplier statements, resolving differences.
- Prepare and execute weekly supplier payment runs for review and sign-off.
- Ensure compliance with the company's internal control processes for supplier payments.
- Send payment remittances to suppliers.
- Maintain and update supplier details within the accounting system.
- Investigate unmatched payments on the purchase ledger (e.g., Direct Debits).
- Record and allocate daily bank transactions (payable and receivable).
- Perform daily bank reconciliations.
- Maintain control of the GRNI (Goods Received Not Invoiced) account.
- Contribute to continuous improvement by identifying system errors and process enhancements.
- Support the annual audit process.
- Provide general administrative support as required.

What We Are Looking For

Skills & Experience

- Proficient in MS Office, particularly Excel (pivot tables, lookups).
- Sound understanding of numerical data and analysis.
- Minimum 2 years' experience in a similar Accounts Payable role.
- Knowledge of Basware, SAP, and MS Navision (desirable).
- Experience communicating effectively with internal and external stakeholders.
- Comfortable working in a fast-paced, dynamic environment.
- GCSEs or equivalent qualifications.

Behaviours

- Hands-on, proactive approach with strong organisational skills.
- Excellent time management with the ability to meet deadlines.
- High level of accuracy and attention to detail.
- Professional, solution-focused, and adaptable.

- Ability to assess and resolve problems quickly and efficiently.

♥ Why You Will Love Working With Us

- Competitive salary and benefits package.
- Career development opportunities within a growing finance function.
- Supportive, team-focused environment with emphasis on accuracy and continuous improvement.

♥ What We Offer

- 6% employer pension contribution.
- 3x salary Life Assurance.
- Private Medical coverage.
- Employee Assistance Programme (EAP).

About Us

We are a global leader in vehicle maintenance and support services, committed to operational excellence, financial accuracy, and reliable service delivery. Our core values: passion, integrity, accountability, and open-mindedness.

Apply Now

Submit your CV and cover letter today to join our Finance team at Heathrow.

Working hours/days/shifts

Monday to Friday, 9am to 5:30pm

Hybrid working arrangement: three days based in the office and two days working remotely.