VSSCo

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ACCOUNTS PAYABLE ADMINISTRATOR

Department: Finance
Location: Head Office
Reports To: Head of Finance
Hours of Work: FTE
Direct Reports: None
Salary Band: £30k to £35k FTE
Internal Functional Relationships: Procurement; Inventory Control; Warehouse/Logistics; Department Managers
External Relations: Pharmaceutical manufacturers, equipment suppliers, consumables vendors

ABOUT US

We are a leading independent veterinary wholesaler dedicated to supplying high-quality pharmaceuticals, equipment, and consumables to veterinary practices throughout Ireland and agricultural merchants in Northern Ireland. Operating within a high-volume, tight-margin wholesale distribution environment, we pride ourselves on exceptional customer service, strong supplier partnerships, and efficient supply chain management. We are continually investing in our people, systems and processes to support sustainable business growth.

MISSION OF THE ROLE

To work closely with Procurement and Warehouse operations to ensure supplier invoices are processed accurately and paid on time, protecting crucial supplier partnerships. Review purchase orders, reconcile stock deliveries, resolve pricing or quantity discrepancies, and manage supplier payment terms in line with Head of Department instructions. Operating in a tight-margin wholesale environment, the role requires a thorough researcher with excellent communication and record-keeping skills. Will be highly detail-oriented, organized, and self-motivated.

MAIN RESPONSIBILITIES AND KPI'S

- Ensure the highest level of integrity and confidentiality regarding supplier terms, rebates, and account balances.
- Ensure GDPR standards regarding supplier and contact data are strictly met.
- Match, code, and post high-volume supplier invoices and credit notes against purchase orders and goods received notes (GRN).

- Proactively research and resolve invoice discrepancies
- Maintain clean records regarding payments and account statuses, including preparing regular aged creditor reports.
- Work closely with Procurement and Logistics to ensure inventory ledger entries match physical stock receipts and invoicing.
- Perform data entry, statement reconciliations, statement auditing, and digital filing.
- Contact suppliers to resolve account queries, track credit notes, and clarify payment schedules.
- Assist in preparing accurate weekly and monthly payment runs for internal management approval to maximize early-settlement discounts.

FUNCTIONAL COMPETENCIES

- Minimum 2-3 years' experience working within an AP-focused role, ideally within inventory-heavy distribution or wholesale.
- Payables, three-way matching, and ledger management best practice training/experience desirable.
- Excellent team working and collaboration skills.
- Proficient in Microsoft Office (Excel data manipulation) and ERP software (Prophet21, wholesale inventory systems, or similar).

BEHAVIOURAL COMPETENCIES

- Develops great relationships and fosters collaboration across procurement and warehouse teams
- Able to set priorities, manage high-volume data cycles, and work effectively in a small finance team.
- Demonstrates high levels of integrity and confidentiality regarding commercial supplier terms.
- Has an exceptionally high level of attention to detail to protect tight business margins.
- Demonstrates openness to personally learn, develop, and adapt to new digital systems and processes.
- Must be able to demonstrate flexibility to meet strict month-end financial deadlines.

PERSON SPECIFICATION

- Must have strong evidenced core values – honest, discreet, trustworthy.
- Values behavior and attitude and shows collaborative working tendencies.
- Actively takes accountability and responsibility for individual tasks and ledger accuracy.

EDUCATION AND PROFESSIONAL EXPERIENCE

- Solid interpersonal, communication, and analytical skills.
- Experience multi-tasking and working under tight turnaround times for invoice processing.
- Experience managing high-volume supplier accounts
- Previous bookkeeping or formal ledger clerk experience.
- Competent in Microsoft Excel (data sorting, lookups, and filtering).
- Accounting technician qualification (ATI/IATI/AAT) is desirable.

VSSCo reserve the right to enhance the criteria in the event of an unprecedented response and will consider any reasonable adjustments throughout the recruitment process

VSSCo are an equal opportunities employer