

**Peter Vickers**

Head of Finance

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Calls may be recorded for training or  
monitoring

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Dear Applicant

Thank you for your interest in the role of Accounts Payable Officer - Temp at Waverley Borough Council. It is great to have the opportunity to share my thoughts with you about this key role.

This is an exciting role within the Finance Team at the Council supports the accounts receivable and payable service. If you are passionate to work in accounts payable and want to be part of a highly committed and motivated team then this might be the role for you.

This role has many aspects but essentially it:

- ensures that supplier invoices are processed paid on time
- income is raised and receipts allocated timely and accurately

You will find Waverley to be a positive and supportive place to work, with clear ambitions and strong ethos of team work and collaboration. You will be given ample opportunity to make your mark and further progress your career. You will be joining a lively and high performing team who recognise the importance of working hard and fostering strong relationships with surrounding colleagues to deliver excellent results.

I hope the opportunity of joining Waverley in this role appeals to you. I look forward very much to hearing from you.

Yours sincerely



Peter Vickers  
Head of Finance and Property