Accounts Payable Assistant

Location: Onshore Aberdeen, opportunity for hybrid working
Salary: Competitive
Role Type: PAYE Contract
Contract Duration: 6 months
Date Posted: Monday 16 November
Closing Date: Friday 27 November

The Role

At Serica Energy, we believe strong financial controls and effective collaboration are fundamental to supporting safe, responsible and successful operations. We are looking for an Accounts Payable Assistant to join our Aberdeen Finance team and play a key role in ensuring our purchase-to-pay processes operate efficiently and accurately.

Working across the business, you will be responsible for the timely processing of supplier invoices, supporting contract compliance activities and helping ensure vendors are paid accurately and on time. Your contribution will directly support operational performance and maintain the high standards of governance and integrity expected across Serica.

This is an excellent opportunity for someone who enjoys working in a fast-paced environment, building strong relationships and resolving issues effectively. Strong Communication skills will be essential as you collaborate with colleagues, suppliers and stakeholders across the organisation to keep processes moving smoothly.

We encourage a culture of Learning, where individuals are supported to broaden their knowledge of financial systems, controls and business processes. You will have the opportunity to develop your accounting experience while gaining valuable exposure to a growing energy business.

Success in this role requires a high degree of Empowerment & Accountability. You'll take ownership of your workload, monitor invoice workflows, drive timely resolutions and help maintain strong financial controls, while ensuring accuracy and attention to detail at every stage.

Above all, you'll demonstrate Respect in every interaction, building trusted relationships with colleagues and suppliers while contributing positively to a collaborative and inclusive team environment.

What we are looking for in potential candidates:

We're looking for a proactive and organised individual who takes pride in delivering accurate work, building strong working relationships and supporting continuous improvement.

Leadership & Responsibilities

- Take ownership of invoice processing activities and ensure deadlines are consistently met.
- Build effective relationships with internal stakeholders and external suppliers to resolve queries efficiently.
- Support compliance with company controls, procurement processes and contractual requirements.
- Monitor and progress approval workflows to maintain strong payment performance.

- Contribute to reporting, audit activities and wider finance team initiatives.
- Identify opportunities to improve processes and help drive efficient ways of working.

3. Experience & Qualifications

- Previous experience in an Accounts Payable or finance administration role.
- Experience working within an integrated business system such as SAP, Maximo or similar.
- Strong organisational skills with excellent attention to detail and accuracy.
- Proficient in Microsoft Excel, Outlook and other Microsoft Office applications.
- Experience within the energy, engineering or a similarly technical industry would be advantageous.
- Strong secondary education, including English and Mathematics, with accounting qualifications or studies beneficial

Our Culture

Serica offers the opportunity to be part of a busy, vibrant working environment with a strong culture rooted in mutual respect and trust.

We are passionate about building an inclusive culture that attracts and encourages diversity. We want our employees to feel that they can bring their true self to work, as we recognise the potential that this unlocks and the value that it brings.

We have created an environment that puts people at the heart of everything we do, based on a shared set of values. This means not just doing the essentials of looking after everyone's health, safety and wellbeing but their development, their sense of belonging and their success. Only by making our values a real part of everyday life at Serica can we achieve our goals and grow as individuals and together.

In real terms this means being truly supportive of the things that matter to our people.

We also offer the opportunity to work flexibly.

Next Steps

If, having read the information above, you would be interested in a conversation to take things forward, please use the **Apply Here** button to submit your application.

Please note that applications for this role will be managed by our recruitment partner, the Orion Group. By submitting your application, you acknowledge that your personal data will be shared with and processed by Orion for the purposes of recruitment. For queries or to exercise your data protection rights, you can contact Orion at marketing@orioneng.com. Further information on how your data is used can be found in their Privacy Policy.