Accounts Payable Assistant (6-Month Contract)

Location: Onshore Aberdeen, opportunity for hybrid working
Salary: Competitive
Date Posted: Thursday, 09 July 2026
Closing Date: Thursday, 16 July 2026

**The Role**

At Serica Energy, maintaining efficient and well-controlled financial processes is essential to supporting our operations and continued growth. As an Accounts Payable Assistant on a 6-month contract, you will play a key role in supporting supplier payment processes across our West of Shetland and Sweeney operations during an exciting period of business transformation.

This role will be heavily involved in the implementation and operation of SAP S/4HANA, helping to ensure supplier invoices and service entry sheets are processed accurately, approved efficiently and paid on time. You will work at the heart of the accounts payable process, supporting smooth financial operations while contributing to the successful adoption of new systems and ways of working.

Working closely with Finance colleagues, suppliers and operational stakeholders, you will help maintain strong financial controls and compliance standards. Through effective Communication and Respect, you will build positive working relationships and ensure invoice queries and approvals are managed professionally and efficiently.

The successful candidate will enjoy working in a dynamic and evolving environment, where attention to detail and process ownership are highly valued. Through Learning, you will develop expertise in new systems and processes while supporting continuous improvement across the finance function.

This is an excellent opportunity for someone who enjoys problem-solving, takes pride in accuracy and thrives in a collaborative team environment. We are looking for an individual who demonstrates Empowerment & Accountability, taking ownership of tasks and helping ensure a reliable and efficient accounts payable service.

**What we are looking for in potential candidates:**

We're looking for a detail-oriented finance professional who can combine strong systems capability with a proactive and customer-focused approach.

**Key Responsibilities**

- Manage supplier invoice processing activities within SAP, ensuring accuracy and compliance.
- Review and validate invoices before processing and approval.
- Create and maintain purchase order and non-purchase order invoice transactions within SAP.
- Process service entry sheets and support invoice matching activities.
- Monitor approval workflows and proactively resolve issues that may impact payment timelines.
- Contribute to efficient finance processes and support ongoing system and process improvements.

**Experience & Qualifications**

- Experience working with SAP, ideally SAP S/4HANA.
- Previous experience in accounts payable, finance administration or a similar transactional finance role.
- Strong attention to detail and ability to work accurately within controlled financial processes.
- Good organisational skills with the ability to manage priorities and meet deadlines.
- Strong relationship-building and problem-solving skills, with a proactive approach to resolving issues.
- Experience within oil and gas, engineering or a growing operational environment would be advantageous, as would proficiency in Microsoft Excel.

**Next Steps**

If, having read the information above, you would be interested in a conversation to take things forward, the next step is to contact Alan.Patterson@orioneng.com at Serica's Recruitment Partner, The Orion Group.

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.

# JOB DESCRIPTION

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| **Job Title:** | WOS Sweeney Accounts Payable Assistant |
| **Department:** | Finance |
| **Onshore/Offshore:** | Onshore |
| **Location:** | Aberdeen / London |
| **Reports to:** | WOS AP |

## Role Purpose

***Write a short description of the role below:***

- Serica is implementing a new SAP S/4 Hana system to support its Shetlands operations and the acquisition of Southern North Sea assets/operations.
- The Accounts Payable Assistant will be responsible for inputting supplier invoices and service entry sheets into SAP (both S/4 Hana and other versions) and tracking these through the approval process before they are paid.
- The successful candidate will enjoy the challenges that come with a growing business including system implementation and improvement working closely with other functions to deliver efficient asset performance.

## Areas of Responsibility

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| **Geographical Span:** | WOS – GLA + Sweeney |
| **Budgetary Responsibilities:** | No |
| **Direct Reports:** | No |
| **Travel Required:** | Occasional as required |

## Main Tasks

*Please note that this list of duties is not exhaustive, and employees will be expected to undertake reasonable duties commensurate of their role and grade.*

- Manage the AP e-mail Inbox
- Perform defined checks on each supplier invoice to determine whether the invoices are valid and should be processed in SAP
- Create/enter invoices in SAP at the header level
- Create/enter service entry sheets in SAP at line-item level
- Copy the relevant Purchase Order lines and match to goods receipt/service entry sheet where necessary, initiate workflow to complete the creation of the PO invoice
- Create non-Purchase Order invoices in SAP. Select the correct Finance coding and send for approval

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| • Monitor the invoice workflow and expedite to avoid the late payment of invoices |

| **Professional/Educational Requirements, and Behavioural Skills** | |
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| **Professional/Educational Requirements** | |
| **Essential:** | • Experience working in SAP, preferably SAP S/4 Hana |
| **Desirable:** | • Formal accounting or business qualifications<br>• Experience in Oil and Gas or engineering environment<br>• MS Excel and Word skills required |
| **Behavioural Skills** | |
| **Essential:** | • Strong attention to detail and ability to self-review<br>• Takes ownership of problem and process resolution and builds good relationships<br>• A professional approach to supplier invoice compliance |
| **Desirable:** | • Enjoy learning and working with a new system and process<br>• Enjoy working within and contributing to a growing organisation |