



OWN IT



DO THE RIGHT THING



DARE TO CARE



ALWAYS IMPROVE



WIN TOGETHER;
TRUST EACH OTHER



Together, we'll take care of it



HomeServe

SIX SIMPLE STEPS TO APPLY

1
Search

2
Register

3
Application
Questions

4
Attach CV

5
Declaration

6
Submit



1. SEARCH

Search Vacancies

Standard Search

Enhanced Search

Keywords:

Category:

Job Type:

Vacancy Group:

Salary:

Location:

Results Format: List Summary

Search

Clear

You have a range of search options to choose from, and you can make multiple selections if you choose the enhanced search

Standard and Enhanced search functions

Latest Vacancies

| Job Title | Category | Salary | Location | Close Date | Apply | Favourites |
|---------------------------------------|----------------------|--------------------|----------------|------------|-------|------------|
| Part Time Customer Deployment Advisor | Front Line | | Banbury | | | |
| Business Process Analyst | Manager/Professional | £17,160 | Walsall | 31/07 | | |
| Wintel Systems Analyst | Staff | | Walsall | 31/07 | | |
| Accounts Payable Assistant | Staff | | Walsall | | | |
| Assistant Marketing Manager | Manager/Professional | | Walsall | | | |
| Senior Business Analyst | Manager/Professional | £30,000 to £40,000 | Walsall | | | |
| Software Engineer | Staff | 001 | International | | | |
| Night Team Manager | Manager/Professional | | International | | | |
| My View Test Vacancy | Manager/Professional | | Walsall | | | |
| | | | International | | | |
| | | | Field - Centra | | | |

Click on the Job title to see more information

You will need to register to :

- Apply
- Save vacancies as favourites, to return to at a later date
- Save searches (click on 'Save' after running the search)

Once you find a role that you like, Click on 'Register Now' if you have not done so already.

Your Account

Sign In
Forgotten your details?

Not Registered?

Registering enables you to save personal information which saves you time when entering details, allows you to apply for jobs and manage your job applications.

Register Now

Accounts Payable Assistant

Vacancy Details

| Summary | |
|----------------|---------------------|
| Salary: | |
| Location: | Walsall |
| Job Type: | Full Time Permanent |
| Vacancy Group: | Transformation |
| Category: | Staff |
| Closing Date: | |
| Reference: | AP02 |

Description

We seek an experienced Accounts Payable Assistant to join our Finance Team in Walsall. This position is a full time permanent role within a busy and fast paced environment.

As the accounts payable assistant you will be responsible for:

- Process all purchasing Invoices
- Scan Invoices
- Investigate and resolve all invoicing queries
- Working with internal and external stakeholders
- Assist with AP improvements

To be successful for the role you will demonstrate the below:

1. Advanced in Excel
2. Previous AP experience
3. Oracle experience
4. Previous Financial experience
5. Working towards your relevant qualification

We seek an *immediately available candidate*.

In order to apply for this vacancy, you must be able to supply the required answers to the following questions:

- Do you have financial experience?
- Are you advanced in Excel?

Apply Add to Favourites Back

2. REGISTER

Your Account

[Sign In](#)
[Forgotten your details?](#)

Not Registered?

Registering enables you to save personal information which saves you time when entering details, allows you to apply for jobs and manage your job applications.

[Register Now](#)

Sign In

Note: fields marked with an asterisk (*) are mandatory

Sign In Details

Username *

Password *

Click on 'Register Now'
and enter the required
information

Registration Form

Note: fields marked with an asterisk (*) are mandatory

Personal Details

Username *

Email Address *

Confirm Email Address *

Title *

Surname *

Forename *

NI Number or Work Permit Number

Known As *

Contact Details

Once you have registered, you will be directed back to the 'Vacancy Details' screen.
You can now click on 'Apply'

Accounts Payable Assistant

Vacancy Details

| Summary | |
|----------------|---------------------|
| Salary: | |
| Location: | Walsall |
| Job Type: | Full Time Permanent |
| Vacancy Group: | Transformation |
| Category: | Staff |
| Closing Date: | |
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In order to apply for this vacancy, you must be able to supply the required answers to the following questions:

- Do you have financial experience?
- Are you advanced in Excel?

Apply

Add to Favourites

Back

3. APPLICATION QUESTIONS

Accounts Payable Assistant
Eligibility Questions

Note: fields marked with an asterisk (*) are mandatory

Eligibility Questions

Do you have financial experience? *

Are you advanced in Excel? *

In some Vacancies you're presented with eligibility questions. You will need to answer these questions to establish whether you are eligible to apply for the role.

Information will pre-populate from your registration. Please complete any remaining information on both pages

Signed In
Welcome, Omar Parvez

Accounts Payable Assistant
We would like to know more about you, Page 1 of 2

Mobile device users: If you are unable to attach your CV, scroll to the bottom of the page and save your application. To complete your application you will need to log onto a non-mobile device (laptop/desktop), attach your CV and click 'Submit'.

Note: fields marked with an asterisk (*) are mandatory

We would like to know more about you

Title *

Surname

Forename *

NI Number

Employment Status

Known As *

Previous Surname

Marital Status

LinkedIn Profile Link

Please answer some work related questions

Have you previously held a position at HomeServe? *

What is your current notice period?

What are your salary expectations? *

Are you willing to relocate?


How did you hear about this vacancy?

Where did you hear about this vacancy?

Refer a friend name

Enter email address of who referred you

4. ATTACH CV

Signed In
Welcome, Omar Parvez

Edit User Profile
Sign Out

Application Guide
External Recruitment screen shots

Application Pages
 We would like to know more about you

Documents Attached
Documents Attached
None
Attach Document

Application Management
Preview Application:
Preview application in PDF format
Remove this application:
Deleting your application is irreversible.

Accounts Payable Assistant
We would like to know more about you, Page 1 of 2
Mobile device users: If you are unable to attach your CV, scroll to the bottom of the page and save your application. To complete your application you will need to log onto a non-mobile device (laptop/desktop), attach your CV and click 'Submit'.
Note: fields marked with an asterisk (*) are mandatory

We would like to know more about you

Title *
Surname
Forename *
NI Number
Employment Status
Known As *
Previous Surname
Marital Status
LinkedIn Profile Link

Please answer some work related questions

Have you previously held a position at HomeServe? *
What is your current notice period?
What are your salary expectations? *
Are you willing to relocate?

How did you hear about this vacancy?

Where did you hear about this vacancy?
Refer a friend name
Enter email address of who referred you

Save Submit Cancel Prev Next

Click here to attach your CV and/or Cover letter

Mobile Device users:
In order to attach a document to your application, please ensure a picture(s) of your CV exists on your mobile device.

(Max upload limit: 9MB, Max number of attachments:3).

You can attach the CV picture(s) when prompted.

Click on 'Next' to complete your application

You can save a part-completed application, but will still need to return to it and Submit your application before the closing date

5. DECLARATION

Accounts Payable Assistant

Declaration, Page 2 of 2

Note: fields marked with an asterisk (*) are mandatory

Declaration

The information that I have provided to HomeServe is true and complete to the best of my knowledge and belief. I understand that completion of this form does not constitute an offer of employment, and that should any offer of employment be made it is conditional upon the screening, to HomeServe's entire satisfaction, of any or all of the information I have supplied. For the purposes of the Data Protection Act, HomeServe is the Data Controller of this information. I understand and accept that providing false or misleading information, or failing to mention a material fact may be a legitimate cause to immediately withdraw an offer of employment or, if I am already employed, for disciplinary action to be taken up to and including dismissal.

Agreed* Yes

Please confirm you have
attached an up-to-date CV to
support your application.*
 Yes

If you are yet to attach your CV to the application, please click "Yes" above and ensure your most up to date CV is submitted in the "Applicant Documents" section on the previous page.

Save

Submit

Cancel

Prev

Next

Once completed click
'Submit'

6.SUBMIT

Accounts Payable Assistant Application
Submit

Submit Application

An application cannot be modified once submitted but can be withdrawn if necessary.
Are you sure you wish to submit this application?

You will be asked to confirm that you want to submit your application. To do this, click 'Confirm Submission'. Once submitted you can withdraw your application at any point (if required).

