

Job title: AP Officer
Location: Derby Office, Group HQ
Reports to: Head of Accounting
Issued: April 2026

The Company

At Caxton Group our people are our most valuable asset, we are proud to recruit and train the very best in the construction industry. Equipping them with the skills and knowledge necessary to ensure that, no matter what our customers' need, they can handle it. Our core values and behaviours are:

- Trust
- Respect
- Integrity
- Passion

Job Purpose

A full-time, permanent position, reporting into the Head of Accounting, being an integral part of the Finance function focussing on the accounts payable activities.

Person Specification

- Good collaborative & inter-personal skills at all levels and across the business
- Strong IT & IS skills including excel, sage and ERP systems
- Passionate and curious
- Ability to work on own initiative
- Attention to detail and focused on accuracy
- Relevant experience in a finance function

Core Activities

- Daily monitoring the supplier invoices mailbox for 7 UK entities
- Review all invoices interfacing from Eque2 & WFM to Xero & Sage
- Invoice processing, including 3-way matching to PO and PoD
- Query resolution with buyers and suppliers
- Reviewing disputed invoices
- Prepare and update the weekly payment proposals
- Allocate all payments on the supplier accounts and clearing invoices
- Taking incoming supplier calls
- Liaise with suppliers

- Supplier statement reconciliations
- Follow-up of debit balances
- Supporting process & systems development, championing digitalisation
- Promoting a knowledge sharing and continuous improvement culture within Finance and across the wider business

Benefits

- Competitive remuneration package
- Company bonus scheme
- Employer pension contributions
- 20 days holiday plus Christmas period, and bank holidays, increasing with length of service
- Potential for hybrid working (1-2 days per week remote)
- Early finish on Friday, 2pm
- Free car-parking on-site
- Training & development support