

## **Job Description**

<b>Position:</b>	Accounts Payable Clerk
<b>School/Service:</b>	Finance
<b>Reference:</b>	0404-25
<b>Grade:</b>	4
<b>Status:</b>	Permanent
<b>Hours:</b>	36.25 hours (1 FTE)
<b>Reporting to:</b>	Exchequer Controller

### **Main Function of the Position:**

The Accounts Payable team is responsible for the end-to-end process of paying suppliers in accordance with the University's Financial Regulations. These must be done punctually, efficiently and ensuring time and quality targets are met.

The University has a varied Accounts Payable environment, with a small proportion of foreign and exotic currency payments, subsidiary companies, one-off suppliers and other anomalies (such as student payments). The team process over 2,000 documents per week.

Excellent customer service and professionalism is a core requirement for this role. The team delivers services to both internal and external customers.

### **Principal Duties and Responsibilities:**

1. Monitor the accounts payable inbox and post invoices to the University's finance system as soon as an invoice is received, ensuring they are correctly authorised and in accordance with the policy, procedure and Financial Regulations.
2. Where invoices cannot be posted straight away, they must be entered into the University's invoice register or logged separately, where necessary.
3. Ensure invoices meet the minimum legal requirement of an invoice, such as: having a VAT status where a VAT registration number is present, being correctly addressed, being dated, being cross-cast and adding up.
4. Maintain supplier records, ensuring accuracy of bank details and VAT registration information.
5. Monitor and check the tax codes and charges on invoices, ensuring the correct coding is used in the system.
6. Assist with the preparation of payment runs and remittance advices.
7. Be aware of potential scams and fraud and be diligent in all areas of your work.
8. The post holder will ensure that supplier payments are processed accurately, in accordance with University policies, financial regulations, and relevant legislation.

9. Liaise with stakeholders, where necessary, to resolve any outstanding queries preventing invoices from being processed.
10. Review and report on the invoice register / unposted invoices on a weekly basis, ensuring items do not remain unposted for any length of time.
11. Undertake regular supplier statement reconciliations.
12. Ensure all queries are resolved in a timely manner.
13. Open the Finance Office post and to record any invoices contained herein.
14. Review, analyse and ensure compliance of the University's Purchasing Card logs.
15. Carry out similar duties for any member of the group, as required.
16. Contribute to process improvement initiatives within the Exchequer function to enhance efficiency and accuracy
17. To carry out all duties in a manner which engenders an attitude of professional co-operation.
18. To undergo training and development as directed by the Exchequer Controller, some of which may be off-site.
19. To ensure that written procedures in relation to the duties of this post properly reflect the activities concerned and to refer up any amendments which may be required.
20. Other duties as may be required commensurate with the scale and nature of the post as indicated in the Finance Office list of procedures.
21. Ensure a safe working environment and abide by University health and safety policies and practices and observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
22. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.
23. Provide support to the exchequer function, including but not limited to assisting with Accounts Payable, Credit Control, and Payroll.
24. Any other ad hoc duties.
25. Ensure a safe working environment and abide by university health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
26. Awareness of environmental and sustainability issues and a commitment the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.
27. Ensure and maintain integrity and confidentiality of data associated data protection requirements in line with statutory and corporate requirements.

**Note:**

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

## Person Specification

<b>Position:</b> Accounts payable clerk		<b>Reference:</b> 0404-25	
<b>School/Service:</b> Finance		<b>Priority</b>	
<b>Criteria</b>		<b>(1/2)</b>	<b>Method of Assessment</b>
<b>1</b>	<b>Qualifications</b>		
1 a)	Educated to A-Level (or equivalent) with experience in a finance or administrative environment. Studying towards, or holding, AAT Level 2 or higher is desirable.	Priority 1	Application Form / Documentation
<b>2</b>	<b>Skills / Knowledge</b>		
2 a)	Excellent communication skills both verbally and in writing.	Priority 1	Application Form / Interview
2 b)	Competent in the use of IT e.g. word processing, spreadsheets, databases, email and internet.	Priority 1	Application Form / Interview
2 c)	Knowledge, understanding and ability to use modern spreadsheet and accounting software in the delivery and monitoring of financial services.	Priority 1	Application Form / Interview
2 d)	Able to develop and maintain effective working relationships with a range of stakeholders.	Priority 1	Application Form / Interview
2 e)	Good attention to detail and ability to review own and others work and correct errors.	Priority 1	Application Form / Interview
2 f)	Knowledge of the principles associated with legislative acts in employment, e.g. Data Protection, Health & Safety, Bribery, Freedom of Information.	Priority 1	Application Form / Interview
2 g)	Understanding of purchase ledger processes, invoice authorisation workflows, and payment procedures.	Priority 1	Application Form / Interview
2 h)	Good verbal communication skills, to communicate effectively with a wide range of colleagues.	Priority 1	Application Form / Interview
2 i)	Knowledge of VAT principles related to purchase invoices (e.g. coding, rates, exemptions).	Priority 1	Application Form / Interview
<b>3</b>	<b>Experience</b>		
3 a)	Experience of working to deadlines and being able to work under pressure and with constant interruptions.	Priority 1	Application Form / Interview
3 b)	Experience of working in a busy office environment and delivering excellent customer service.	Priority 1	Application Form / Interview
3 c)	Experience of processing high volumes of invoices accurately using an electronic finance system.	Priority 1	Application Form / Interview
3 d)	Experience of using financial packages (e.g Sage/Xero).	Priority 1	Application Form / Interview
3 e)	Able to challenge and improve existing procedures.	Priority 1	Application Form / Interview
<b>4</b>	<b>Personal Qualities</b>		
4 a)	Able to work with accuracy and attention to detail.	Priority 1	Interview
4 b)	Able to lead by example and work as part of a team.	Priority 1	Interview

4 c)	Work independently within a team environment.	Priority 1	Interview
4 d)	Ability to communicate effectively with people at all levels and provide a high-level customer service.	Priority 1	Interview
4 e)	Know where, when and how to use initiative and when to refer to a colleague or line manager.	Priority 1	Interview
4 f)	To have a creative outlook and able to think laterally to resolve issues.	Priority 1	Interview
<b>5</b>	<b>Other</b>		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act, Prevent and the Bribery Act	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the services	Priority 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required