**Role Profile**

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| **Job title:** | Accounts Payable Assistant | **Level:** | | 1 |
| **Function:** | Finance | **Type of role:** | |  |
| **Reporting to:** | Accounts Payable | **Location:** | | Stockport |
| **About the Role:** | | | | |
| Carry out financial and administrative duties to support Accounts Payable, processing invoices and making payments to contractors and suppliers for goods and services, utilising relevant purchasing, invoice, and other IT systems. | | | | |
| **Key Responsibilities:** | | | | |
| * Carry out the full range of administrative and financial activity required to ensure effective processing of invoices and timely payments to contractors and suppliers, utilising relevant purchasing and invoice systems and effective payment scheduling, resolving issues and queries in line with agreed policies and procedures. * Provide clear, supportive, and accurate advice to suppliers and colleagues on Accounts Payable policies and procedures and coaching on IT system navigation, to ensure an understanding of the service and process to follow for prompt payment of invoices. * Provide analysis when requested using excel ensuring source data has been checked and is accurate before submitting to internal stakeholders. * Ensuring GL Hearn (business rates) invoices are processed and paid within the agreed SLA. * Using internal templates to prepare any journals for corrections. * Liaising with vendor management team when information is missing/inaccurate to enable us to process for payment. * Liaising with the contract holders (Edwin Bird) regarding PFI and if NHS PS are liable for invoices outside of the contract. * Maintain and review system records to ensure accurate data is held and purchase order and invoice issues are investigated and resolved in line with agreed procedures and service level agreements, escalating as appropriate. * Reconcile supplier statements with internal system records, identifying and resolving discrepancies where possible or escalating as appropriate. Complete and log reconciliations using established excel templates. Support accurate reporting on completed reconciliations. * Develop effective relationships with internal and external stakeholders as appropriate to ensure effective processing of invoices and timely payments are progressed, escalating for line management intervention as required. * Ensure adherence to financial controls and internal business processes to effectively support Accounts Payable Services. Contribute to the continuous improvement of processes and procedures. * Respond flexibly to any necessary changes in work priorities and undertake other duties when required to support the effective operation of the service. * Ensure that all data protection requirements are met in accordance with the Group’s policy, procedures, and statutory requirements. * Ensure that health and safety requirements are met in accordance with the Group’s policy, procedures, and statutory requirements. | | | | |
| **Experience, Knowledge, Capabilities and Qualifications** | | | | |
| **Experience** | | | **Capabilities (skills/behaviours)** | |
| * You will have experience of processing and payment of invoices. * Experience of processing supplier invoices within an accounts payable department. * Proficient in the use of MS Excel. Knowledge of intermediate including Vlook-up/ Xlook-up and pivot tables * Basic knowledge of financial controls. * Customer focused with excellent communication skills, both verbal and written, showing the ability to meet the needs of a varied customer base. * Results focused with the ability to take ownership of tasks. * Excellent attention to detail with the ability to work under pressure, deliver to strict deadlines and manage conflicting priorities. * Excellent team player who can work flexibly to meet business requirements. | | | * Proven experience within a high volume accounts payable environment. * Regular reporting and analysis to key senior managers in the business Commercially aware with a focus on continuous improvement and the ability to drive change. * Confident communicator as this role will involve liaising with various key senior manager of the business. * Customer Focused with a can do attitude | |
| **Knowledge** | | | **Qualifications** | |
| * A good knowledge & understanding of the end to end Accounts Payable Process with demonstratable extensive experience. * An extensive knowledge of best practice processes including Procurement Cards, EDI and SoX Controls * General Accounting Knowledge Lean and Process * Improvement methodologies Supplier online Portal - Tradeshift * ERP platform - Navision | | | * Working towards an accounting qualification would be beneficial. | |
| **Other information** (travel, hours) | | | | |
| * A solid working knowledge of Microsoft Word, Outlook, and Excel (Understanding V-Lookup, Pivot and Functions an advantage) * Commitment to supporting the achievement of the Company’s strategic goals. * Detailed knowledge of ERP system, Workflow tools and Supplier Portals * Invoice Processing and Payment using, Navison, Tradeshift and Horizon systems | | | | |