# NHS PROPERTY SERVICES LTD

## Job Description

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| **Job title:** | **Accounts Payable Junior Team Leader** |
| **Grade:** | 1 |
| **Base:** | Stockport |
| **Responsible to:** | Accounts Payable Team Leader |
| **Accountable to:** | Accounts Payable Manager |
| **Managerially**  **responsible for:** | 4 Accounts Payable Assistants |
| **Job Reference** |  |
| **Directorate:** | Finance |

**Main purpose / scope of the role**

Support the Accounts Payable Team Leader in managing the wider Accounts Payable Purchase Order Team. Ensuring that your team of direct reports is supported, developed, and delivers accurate and timely processing in line with NHS PS financial controls, meeting targets and maintaining a Customer at the Heart approach.

The successful candidate will also be responsible for carrying out financial and administrative duties to support the Accounts Payable function: processing invoices and supporting the business to resolve invoicing queries, reconciling supplier statements, and maintaining accurate financial position on the Aged Creditors.

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| **Key Responsibilities**   * Work collaboratively with the management team to ensure effective delivery of the wider service; lead a team of accounts payable assistants in meeting the AP deliverables in an accurate and timely manner. * With the support of the management team, you will be responsible for carrying out analysis of team data, identifying improvements to individual performance and business processes, escalating findings to the Supervisor on performance against key targets and key performance indicators as appropriate, and agreeing actions plans to address underperformance. * Hold regular one to ones with your direct reports, reviewing their performance and delivery vs objectives. * Support the delivery of improvement projects across the Finance Shared Services team. * Actively contribute to regular reviews of Finance Processing, seeking feedback from internal and external stakeholders, to continually improve the service provision and identifying efficiencies where possible. Improvement opportunities identified and realised should be in accordance with change management protocols. * Carry out reporting using appropriate systems, to ensure financial data quality and integrity, identifying and investigating financial errors, omissions or duplications and ensuring effective resolution in line with agreed policies and procedures. * 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 complex 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 provide coaching on IT system navigation, to ensure an understanding of the service and process to follow for prompt payment of invoices. * 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 large complex supplier statements with internal system records, identifying and resolving discrepancies where possible or escalating as appropriate. * 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 key 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. |

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | An ambition to develop, be particularly good both technically while also being customer focused. | Working towards an accounting qualification. |
| **Knowledge** | * A good knowledge & understanding of the end-to-end Accounts Payable Process including interactions with Procurement & Finance Controlling * Have knowledge of best practice processes including Procurement Cards, Electronic Invoices, and both internal and external controls. | * General Accounting Knowledge * Lean and Process Improvement methodologies. |
| **Experience** | * You will have experience of processing invoices, dealing with supplier queries, and making large supplier payments. * You will also have experience with cross training colleagues and ‘looking at the bigger picture’. | * Reporting on KPIs and making use of Excel functions to show trends in the AP function. * Experience in proactive people management, developing direct reporting, monitoring performance, and managing underperformance. |
| **Skills** | * Have a desire to make process improvements. * Have the ability to train colleagues to provide an exemplary service * Microsoft Excel advanced user * Microsoft PowerPoint. | * Experience of working within a property environment. * Experience of working with supplier online portals, Tradeshift and ERP Platform Navison * Supervisory experience. |

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| **Personal Qualities/Abilities** | * A good communicator as this role will involve liaising with other areas of the business * Customer Focused with a can-do attitude. |  |
| **Other Requirements as applicable** | * 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. |  |