

Role Profile

Role Title:	Accounts Payable Assistant
Department:	Finance
Role Purpose:	To ensure accurate and timely processing of invoices and purchase ledger documentation. To ensure all suppliers are paid in an accurate and timely fashion for services supplied.
Reporting to:	Accounts Payable Team Leader
Responsible for:	N/A
Disclosure level:	Standard
Role Level:	Detail the Behaviours & Standards level that this role sits at: Frontline Worker

Key Role Responsibilities	<p>Process invoices, cheque and Bacs requests in an accurate and timely manner</p> <p>Respond in a professional manner to customer queries with regards to the Accounts Payable department</p> <p>Accurately maintain the GRNI/Registered Invoice/Credit Balances Report (Targeted)</p> <p>Action all queries that relate to invoices not received or are on the system awaiting payment, in line with department KPIs</p> <p>Work with the Team Leader to maintain supplier accounts</p> <p>Provide cover for processing bacs & cheque runs</p> <p>Accurately reconcile statements</p> <p>Action system reminders within the agreed timescales</p> <p>Obtain authorisations for, and processing of Utility/Council Tax/TV license Accounts</p> <p>Filing and scanning all documents related to the role</p> <p>Processing Northgate Invoices</p> <p>Maintaining Service Manager/Supplier Services</p> <p>Any ad hoc duties requested by management</p> <p>Provide cover for any absence within the team</p>
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<p>Education, Qualifications and Training</p>	<p>Educated to GCSE level, preferably with Maths and English C grade or above</p>
<p>Knowledge and Experience</p>	<p>Experience working within an accounts payable or accounts receivable position.</p> <p>Knowledge of Accounts Payable procedures and controls.</p> <p>Experience dealing with a high volume of customer queries, from both internal and external stakeholders.</p>
<p>Role Specific Skills & Behaviours</p>	<p>Professional with excellent customer service skills, with both internal and external stakeholders.</p> <p>Strong communication skills, face to face, over the phone and via email.</p> <p>Accuracy and attention to detail.</p> <p>Proactive, with the ability to organise and prioritise own workload.</p> <p>Motivated and target driven, with the ability to work to deadlines and in line with KPIs.</p> <p>Ability work to own initiative and to adhere to strict AP processes and deadlines to ensure compliance and consistency within the department.</p> <p>Understanding of and commitment to the principles of equality and diversity.</p>