

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	<ul style="list-style-type: none"> • Process invoices, cheque and Bacs requests in an accurate and timely manner. • Respond in a professional manner to customer queries with regards to the Accounts Payable department. • Accurately maintain the GRNI/Registered Invoice/Credit Balances Report (Targeted). • Action all queries that relate to invoices not received or are on the system awaiting payment, in line with department KPIs. • Work with the Team Leader to maintain supplier accounts. • Provide cover for processing bacs & cheque runs. • Accurately reconcile statements. • Action system reminders within the agreed timescales. • Obtain authorisations for, and processing of Utility/Council Tax/TV license Accounts. • Filing and scanning all documents related to the role. • Processing Northgate Invoices. • Maintaining Service Manager/Supplier Services. • Any ad hoc duties requested by management. • Provide cover for any absence within the team.
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Education, Qualifications and Training	<ul style="list-style-type: none"> • Educated to GCSE level, preferably with Maths and English C grade or above.
Knowledge and Experience	<ul style="list-style-type: none"> • Experience working within an accounts payable or accounts receivable position. • Knowledge of Accounts Payable procedures and controls. • Experience dealing with a high volume of customer queries, from both internal and external stakeholders.
Role Specific Skills & Behaviours	<ul style="list-style-type: none"> • Professional with excellent customer service skills, with both internal and external stakeholders. • Strong communication skills, face to face, over the phone and via email. • Accuracy and attention to detail. • Proactive, with the ability to organise and prioritise own workload. • Motivated and target driven, with the ability to work to deadlines and in line with KPIs. • Ability work to own initiative and to adhere to strict AP processes and deadlines to ensure compliance and consistency within the department. • Understanding of and commitment to the principles of equality and diversity.