



Accounts Payable Lead Reporting to Senior Finance Co-ordinator.	
Hours	37 per week
Contract Type	Support
Holidays	20 per year plus 8 days Bank holiday and 7 closure days, where these occur subject to service increases.
Salary	£25,260 - £27,690 pa subject to experience
Job Purpose To co-ordinate and maintain an efficient and effective Accounts Payable function and systems providing an excellent customer service to internal and external stakeholders To deputise for the Senior Finance Co-ordinator as and when required.	
Key Responsibilities <ul style="list-style-type: none">• Manage daily workloads.• Maintain an efficient and effective payments and purchasing function.• Maintenance & housekeeping of associated systems within Open Accounts and other systems/workflows.• Management of the payment process within the College.• Making Bacs/Cheque payments for College Suppliers/Payroll/Bursary.• Maintain an effective invoice register, proactively managing disputed/inactive items.• Monitor & report on timeliness of payments to comply with public sector guidelines.• Process General Ledger journal vouchers where necessary.• Post and allocate accounts payable transactions.• Ensure adherence to month end deadlines and completion of month end processes.• Preparation of Orders.• Dealing with Suppliers queries relating to invoices/orders.• To co-ordinate administration of new supplier accounts including due diligence• Making Card payments using the Colleges OGC card and manage card administration.• Processing payments for home and abroad visits.• Ensure banking transactions are reconciled on a timely basis.• Provide support across wider finance team as required.• To comply with and promote the College financial regulations and procedures.• To provide a professional customer service to both internal and external customers.• To take responsibility for one's own professional development and continually update as necessary.• To comply with Equal Opportunities policies and to assist in the development of Equal Opportunities.• To comply with all Health & Safety, Child Protection & Safeguarding, Risk Management policy and legislation in the performance of the duties of the post.• To take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions or omissions whilst at work. You are also required to co-operate with the College to enable it to fulfil its legal obligations. Appropriate information, instruction, training and supervision will be provided to enable you to perform your duties in a manner that is deemed safe and without risk to health.• To comply with all aspects of the Data Protection Act.• To adhere to the College's Computer Network Acceptable Use Policy.• To undertake risk assessments for any new activity and to ensure risk assessment checks are carried out for any on-going activity.• To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.	
Competencies	

- Excellent interpersonal and communication skills
- Able to apply an analytical and problem solving approach
- Excellent organisation skills, able to prioritise workloads
- Proficient with Microsoft and computerised accounting systems
- Able to work on own initiative to achieve efficient and effective services
- Data management and reporting
- Working in FE environment (desirable)
- Methodical
- Accurate with high level of attention to detail
- Enthusiastic and Proactive
- Honest Flexible and Reliable
- Professional
- Team Leading experience (desirable)

Knowledge

- Significant experience within busy Accounts Payable team
- Experience of Accounts Receivable function (desirable)
- Public sector purchasing rules and procedures (desirable)
- General Office Procedures
- Financial Accounting Systems, ideally systems administration experience
- EBS student record software an advantage

Qualifications

- Minimum 4 GCSE's grade A*-C passes (including Maths and English)
- NVQ Level 2 Qualification in customer service- or equivalent (or willing to work towards)