



Part 1	
Job Title:	Accounts Payable Assistant
Reference No:	
Reports to:	Accounts Payable Coordinator
Responsible For:	N/A
Grade:	Grade C
Working Hours:	
Faculty/Service:	Finance
Location:	Edinburgh Building, City Campus
Main Purpose of Role:	Working as part of a team to ensure governance of the Procure to Pay Cycle and operational transactions are carried out in accordance with relevant financial controls, and University policies.

<b>Key Responsibilities and Accountabilities:</b>	<ul style="list-style-type: none"><li>● Point of contact for own Faculty and Service portfolio with responsibility for:<ul style="list-style-type: none"><li>○ Providing support to self-serve users regarding the Procure to Pay Cycle, by applying governance, dealing with queries, advising on best practice, 'how to' scenarios and 1-2-1 training.</li><li>○ Supporting and working with the relevant Finance Business Partner for all Procure to Pay Cycle matters in own portfolio of responsibility.</li><li>○ Investigating queries, seeking advice where necessary, and following through to completion.</li></ul></li><li>● Working as part of the wider Accounts Payable Team, with responsibility for:<ul style="list-style-type: none"><li>○ Transactional Processing of invoices, credit notes, utilities, payment requests, advance payments, expense claims, including student expenses for payment.</li><li>○ Transactional Processing of requisitions for the purchase of goods and services, goods receipting and purchase order management.</li><li>○ Building and maintain relationships with suppliers. Liaise with suppliers over invoices, credit notes and statement of accounts.</li><li>○ Booking travel arrangements and providing advice and support where necessary.</li></ul></li></ul>
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	<ul style="list-style-type: none"> <li>○ Achieving Key Performance Indicators, Team Objectives, and Standard Operating Procedure targets.</li> <li>○ Reviewing and processing payment card transactions for own area of responsibility.</li> <li>● Responsible for ensuring housekeeping is kept up to date to ensure accurate budget information across all areas: Payment Cards, Suspended Invoicing, Goods Receipting, Open Purchase Orders, Travel and Expenses.</li> <li>● Support with the compilation of reports, including ad hoc requests, as and when necessary.</li> <li>● Provide general advice and guidance to Faculties and Services regarding the Procure to Pay Cycle and all associated finance processes.</li> <li>● Ensure compliance with Procure to Pay Cycle governance and financial controls within the section and department at all times.</li> <li>● Providing support to the Accounts Payable Manager during periods of absence of the Coordinator and Lead roles.</li> <li>● Any other duties as commensurate with the grade of the post</li> </ul>
<b>Special Circumstances:</b>	Annual leave may be restricted at key times throughout the year to meet business needs. For example - Financial year-end.
<b>Date Completed:</b>	February 2021



**Part 2A: Essential and Desirable Criteria**

**Essential**

***Essential***

**Qualifications and Professional Memberships:**

- A-Level or equivalent qualification or experience related to the role.
- Maths and English GCSE Grade C or equivalent

**Knowledge and Experience:**

- Good working knowledge of the Procure to Pay Cycle
- Experience in being customer service focused
- Demonstrable high level of IT skills
- Demonstrable proactive, enthusiastic and flexible approach to work
- Demonstrable ability to work as part of a team to achieve successful KPIs and Team Objectives
- Experience of prioritising your own workload to ensure deadlines and KPIs are achieved.
- Building relationships and demonstrable experience of providing advice and guidance to key stakeholders regarding the Procure to Pay Cycle and supporting policies and procedures
- Experience of processing high volume transactions within a finance department
- Effective problem solving skills.

**Desirable**

***Desirable***

**Qualifications and Professional Memberships:**

- Part Qualified Accounting Technician/equivalent qualification or equivalent experience related to the role.

**Knowledge and Experience:**

- Demonstrable knowledge and experience of Technology One accounting package and related modules

## Part 2B: Key Competencies

**Competencies are assessed at the interview/selection testing stage**

**Date Completed:**

February 2021