

Senior Accounts Payable Officer

Department	Finance and Performance
Pay Grade	G5
Responsible to	Group Accountant (Technical)

Role Purpose

To be responsible for the processing of accounts payable payments and for ensuring the integrity of the accounts payable and purchase order systems. Ensuring the correct input and timely processing of invoice payments assisted by the Finance Apprentice.

Role Specific Responsibilities / Accountabilities

- To ensure that all invoices are registered and correctly input within agreed timescales.
- Administer regular Accounts Payable payments runs and associated reporting and reconciliations.
- To monitor and review Accounts Payable Control and Purchase Order systems and procedures in all Directorates providing support on the financial systems as required
- Identify possible improvements and developments support their implementation.
- To review and report on the performance of accounts payable system including the time taken to process invoices from receipt through to payment.
- To maintain records and prepare reports to comply with relevant regulations including Construction Industry Scheme, IR35 and Domestic Reverse Charge VAT.
- To prepare reports for the Finance department on outstanding orders and other relevant accounts payable data.
- To ensure the use of approved suppliers for particular areas of expenditure and administer the addition of new suppliers.
- To follow the guidelines and principles of the Council's Environmental Action Programme, Health and Safety documentation, Policies and Codes of Practice.
- To carry out such other duties that may reasonably be required.

Knowledge, Skills and Qualifications

Minimum knowledge, skills and qualifications required to perform this role, relevant experience may be a substitute.

Essential Criteria

- Financial administration experience in a complex multifunctional organisation
- Experience of Accounts Payable processes in financial systems
- Good customer care skills
- Able to communicate with a range of people from different backgrounds, including ethnic, social and professional, both verbally and in writing
- IT literate and good keyboard skills
- Good organisational skills
- Grade 4/C or above in both GCSE Maths and English, or equivalent
- Desirable knowledge, skills and qualifications required to perform this role, relevant experience may be a substitute.

Appendix

Generic Employee Responsibilities / Accountabilities

- Contribute to the delivery of the corporate objectives of the Council developing good working relationships to promote the interests and reputation of the Council building a positive image of the organisation.
- Participate in a culture of learning, collaborative working and excellence to build a culture of high performance, which inspires and supports the delivery of the Council's Corporate Plan.
- Ensure that all duties are carried out in compliance with relevant statutory processes, corporate policies and the Council's constitution.
- Proactively seek opportunities to continuously improve ways of working and Council services by evaluating activities to enhance performance.
- Promote equality, diversity, inclusion, access to services and tackling discrimination both within and outside the Council to ensure there is a clear and consistent focus across the organisation and its partners in delivering an inclusive customer experience to all.
- Generally to comply with all Health and Safety policies and guidance ensuring the required mechanisms are used and to support the promotion of a culture of good health, safety and welfare, especially if nominated or appointed specifically to carry out simple checks at your place of work and log the activity.
- Follow the Council's safeguarding procedures and promote the welfare of children, young people and vulnerable adults across Council services.
- Participate in risk management in service areas and follow required reporting procedures, as appropriate, to minimise risks to people and the Council's operations.

- Follow and adhere to all Data Protection procedures and processes in accordance with relevant legislation ensuring all personal data of employees, members of the public and clients is used appropriately and retained within guidelines.
- The Returning Officer in this constituency is responsible for the election process. There is an expectation that Council employees will, as reasonably requested to do so, assist the returning officer in election processes.
- In the event of a major incident or disaster you may be required to assist in whatever capacity to provide the necessary organisation, co-ordination and supply of resources to support the local emergency services or other services within the council and relevant partner organisations.

Generic Employee Behaviours

Our behaviours framework links to our values and identifies the core knowledge, skills, behaviours and attitudes we require from our people to deliver services.

Customer Focus

- Deliver a high standard of customer services
- Develop effective customer relationships
- Improve customer service to meet local needs and aspirations

Achieving Excellence

- Strive to be excellent
- Deliver increasing efficiency / effectiveness
- Use taxpayers' money wisely to deliver the highest quality services to the satisfaction of our customers

Our People

- Work collaboratively together as one team
- Invest in own performance and career and support colleagues
- Work creatively and responsibly