



Job Description

Accounts Payable Assistant

All criteria are Essential unless indicated otherwise

Reports to: Senior Finance Officer

Overall Job Purpose:

To provide administrative support to the Finance Team by ensuring supplier invoices are processed accurately and efficiently, assisting with supplier payments and maintaining accurate purchase ledger records whilst delivering excellent customer service to internal and external stakeholders.

Key Responsibilities –

Finance:

- Provide administrative support to the Accounts Payable function to ensure invoices are processed accurately and within agreed timescales.
- Receive, scan and process supplier invoices and credit notes onto the financial management system.
- Match invoices to purchase orders and supporting documentation, referring discrepancies to the Senior Finance Officer where appropriate.
- Code invoices in accordance with established procedures.
- Respond to routine supplier and internal queries by telephone and email, escalating more complex issues where necessary.
- Assist with the preparation of supplier statement reconciliations and identify any outstanding items.
- Assist with the preparation of supplier payment runs for review and authorisation by the Senior Finance Officer.
- Maintain accurate supplier records and update supplier information following approved procedures.
- Ensure financial records are maintained accurately and confidentially.
- Comply with the Group's Financial Regulations, policies and procedures at all times.
- Assist with month-end purchase ledger activities as directed.
- Support audit requests by providing documentation and information when required.
- Carry out general finance administrative duties to support the Finance Team.

People:

- Promote a high-performance culture that drives continuous improvement and efficiencies.
- Communicating the priorities, plans, vision and objectives of the Association to ensure effective delivery to the agreed service standards and targets.

Corporate

- Promote, develop and manage effective partnerships with internal and external stakeholders to achieve continuous improvement in the provision of services.
- Promote Health and Wellbeing initiatives throughout the organisation.
- Provide excellent customer service to all internal and external customers.
- Work within the Association's equality, diversity and inclusion policies at all times and in all aspects of service delivery and employment.
- Ensure that the Association and its employees comply with all legal, statutory and regulatory requirements along with best practice.
- In all aspects of the Association's work, to promote effective communications, excellence in customer service, and a focus on continuous improvement.
- Carry out such other duties and responsibilities as may reasonably be requested.

This job description is not intended to be an exhaustive list and in view of changing demands, legislation, and regulations, the duties may be reviewed and revised as deemed reasonable and appropriate.



Personal Specification

Accounts Payable Assistant

This person specification details the experience and skills for the position of Accounts Payable Assistant at Barcud. All skills and experience are essential except where explicitly indicated to be desirable (D).

Qualifications

- 5 GCSE's or equivalent including English or Welsh and Mathematics.
- Evidence of office experience.

Experience

- Assisting with the delivery of a Finance service (D)
- Data entry with a high level of accuracy.
- Providing a customer-based service.
- Achieving targets and objectives.
- Working collaboratively across an organisation.
- Public sector or Housing Association experience. (D)

Skills / Knowledge

- Understanding of financial processes, procedures and systems.(D)
- Awareness of challenges in the delivery of a Finance service. (D)
- Use of financial accounting software packages. (D)
- A strong commitment to a people focused culture.
- Sound numerical, reasoning and written communication skills.
- Ability to speak Welsh. (D)
- Ability to prioritise workload.
- Good IT skills with proficiency in the use of the Microsoft Office package.
- Adapt positively to change with flexible approach to the requirements of the job.