

## JOB DESCRIPTION

This form summarises the purpose of the job and lists its key tasks.

It may be varied from time to time at the discretion of the College in consultation with the postholder.

<b>Job Title:</b> Accounts Payable Supervisor	<b>Job ref no:</b> FIN-0050-26
<b>Grade :</b> 5	<b>Department:</b> Finance
<b>Accountable to:</b> Financial Operations Manager	<b>Responsible for:</b> 2 x Finance Officers

**Job summary:** To ensure that financial transaction processing is undertaken in a timely, accurate and complete manner; and that the associated processes supporting the system are effective and efficient. To ensure the Accounts Payable ledger is managed to a high level of quality and to be the first point of contact for Accounts Payable matters for the Finance Manager. To support the Financial Operations Manager, maintain good financial controls and financial reporting, through regular reconciliations; taking action within University financial policies; and contributing to the preparation of annual statutory accounts.

### GENERIC COMPONENTS

<p><b>Competency: Leadership and management</b></p> <p><b>Key tasks:</b></p> <ul style="list-style-type: none"> <li>To oversee the Accounts Payable function ensuring that quality standards are maintained</li> <li>To be the day to day point of contact when dealing with Accounts Payable queries during Internal and External Audits</li> </ul>
<p><b>Competency: Communication</b></p> <p><b>Key tasks:</b></p> <ul style="list-style-type: none"> <li>To provide clear instructions to Finance Officers ensuring that delegated work is completed on time</li> <li>To respond to queries received from suppliers and, when required, customers, including giving appropriate information on transactions and outstanding balances on accounts</li> </ul>
<p><b>Competency: Service delivery</b></p> <p><b>Key tasks:</b></p> <ul style="list-style-type: none"> <li>To ensure that the Accounts Payable function is providing an excellent service to RVC and the wider community</li> <li>To process supplier invoices, including scanning, registering, matching to purchase orders and goods receipts</li> <li>To set up and maintain supplier and customer accounts</li> <li>To prepare and process corrective journals</li> <li>To process payments using suitable online systems and to record these on the main finance IT system</li> <li>To support the Finance Manager in completing tasks relating to the preparation of annual financial statements</li> <li>To support the Systems Accountant (providing cover in his/her absence) in administering the Agresso finance IT system, including setting up new user accounts, setting and resetting user passwords, closing completed purchase orders and goods receipt notes, re-routing workflow processes, making changes to standing data including the chart of accounts</li> <li>To correctly allocate monies received from customers to their account, when required</li> </ul>

**Competency: Analysis and research****Key tasks:**

- To run an aged creditors report weekly and to ensure there is a known reason why suppliers may not be paid within business terms
- To reconcile the aged creditors report to the creditors control account on a monthly basis
- To reconcile other balance sheet accounts, as and when required
- To reconcile supplier statements against their account on the University's finance IT system
- To ensure that non-order supplier invoices are correctly authorised by appropriate budget holders
- To ensure transactions to be processed comply with relevant University policies
- To maintain and use cost allocation spreadsheets
- To ensure, when required, that sales invoices to customers are raised with the correct VAT rate, through reference to available guidance documents
- To review, when required, bank statement entries and compare to transactions on the financial ledgers

**Competency: Planning and organization****Key tasks:**

- To maintain procedures, policies and desk instructions for Accounts Payable operations
- To follow, and ensure the Finance Officers follow, the standard operating procedure manuals for Accounts Payable tasks
- To ensure supplier invoices are prioritised for processing in line with payment due dates

**Competency: Initiative and problem solving****Key tasks:**

- To investigate queries from suppliers and, when required, customers, where information is missing or transactions incorrectly posted, and to effectively resolve these, proposing solutions to particularly complex issues to the Finance Manager

**Competency: Experience****Key tasks:**

- To utilise previous experience and knowledge to work effectively in a higher education institution
- Utilisation and good understanding of finance IT systems, particularly the Agresso finance IT system
- Good working knowledge and use of MS Office programmes, particularly Outlook, Excel and Word

Flexibility: To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.