

Candidate Information

Position:	Accounts Payable Manager
School/Department:	Financial Services
Reference:	22/109891
Closing Date:	Friday 17 June 2022
Salary:	£42,149 - £51,799 per annum
Anticipated Interview Date:	Tuesday 28 or Wednesday 29 June 2022
Duration:	Permanent

JOB PURPOSE:

The post-holder will manage the University's Accounts Payable function, ensuring the accurate and timely service delivery of all payment activities. As Accounts Payable Manager the post holder takes ownership for ensuring accounts payable policies, procedures and financial controls are adhered to. The postholder will work closely with other teams in Finance and across the University to provide advice, guidance and analysis to internal and external stakeholders as required.

MAJOR DUTIES:

1. Lead the Accounts Payable team and be responsible for day-to-day team management, resourcing, staff development and training, ensuring effective payments processing to meet customer demands.
2. Business ownership and development of the systems and procedures in place for the receipt of invoices and payment processes including workflows. Collaborate with the Procurement team and the Financial Systems & Business Support team to ensure a seamless, end-to-end Procure-to-Pay process that achieves prompt payment objectives.
3. Develop payment systems and processes to meet evolving requirements, emerging technologies, and best practice in conjunction with the Financial Systems and Business Support team. Ensure that systems support the collection and reporting of data that produces practical management information. Take the lead in driving forward continuous process improvement initiatives to enhance the performance of the payment function. Develop and monitor KPIs to understand, control and improve payment operations.
4. Provide excellent internal and external customer service. Ensure active engagement with key stakeholders across the University to resolve queries, deal with root causes of issues which impact or delay payment operations, and provide specialist advice on payments.
5. Ensure payments are made in line with HMRC requirements, including for example VAT and employment status legislation and regulations. Ensure that government guidance and policy are applied when appropriate e.g. prompt payment policy. Ensure all payment procedures are fully documented.
6. Ensure the supplier Masterfile is maintained and controlled to mitigate the risk of fraud or error. Maintain a strong internal control environment in line with University delegated authorities. Update controls and processes as needed.
7. Responsible for the reimbursement of staff expenses on a timely basis, in compliance with the Staff Expenses Policy and procedures.
8. Manage the University's Traveller Credit Card programme, ensuring effective systems and procedures are in place.
9. Put contracts in place and manage the relationship with a number of third-party suppliers to ensure a high-quality service in relation to systems which are used to process payments. Proactively manage the relationship with the University's bankers on a day-to-day basis.
10. Responsible for accurate and timely month end close and control account reconciliations relating to payments. Produce high quality reports and financial information as required throughout the year and at end year for audit purposes. Consider and develop the use of data analytics and other relevant tools to promote effectiveness and accuracy.
11. Ensure that all data is handled in line with University policies and that processes and controls are in place to mitigate against loss or error. Ensure training and mitigations are in place to reduce risk of cyber attacks, risks associated with financial crime, and maintain a Business Continuity Plan for the Accounts Payable function.

12. Contribute to the delivery of the wider strategic goals of the Finance team and participate in Directorate wide initiatives including representing Finance on special projects as needed.
13. Carry out any other duties as required by the Director of Finance.

ESSENTIAL CRITERIA:

1. Degree in accounting, finance, business, or a related field.
2. Applicants with a lower relevant qualification with specialist and significant experience of managing an Accounts Payable function, within a large organisation, will also be considered.
3. Substantial and significant management experience in an Accounts Payable / finance environment.
4. Experience of international payments.
5. Experience of successfully managing and leading a team to deliver business objectives.
6. Use of a large integrated accounting system, automated AP systems, and leading AP digital transformation and continuous improvement to enhance service delivery in a large organisation.
7. Demonstrable knowledge of financial accounting to ensure payments are correctly accounted for and reconciled.
8. Advanced spreadsheet and MS Office skills.
9. Can demonstrate excellent verbal and written communication skills, problem solving skills, attention to detail.
10. Excellent organisational skills and ability to work to tight deadlines, with high levels of resilience.

DESIRABLE CRITERIA:

1. Fully Qualified Accountant.