

JOB DESCRIPTION

|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title** | Accounts Payable Officer |
| **Reports to** | Accounts Payable Team Leader |
| **Band** | 2 |
| **Department/Directorate** | Cash Management/Corporate Services |

|  |
| --- |
| **JOB PURPOSE** |
| The Trust’s Cash Management Department is responsible for providing a quality, accurate and cost effective Treasury Management service for the Trust. Key functions include the management of the Trust’s cash-flow helping to ensure the Trust has sufficient cash to meet its financial liabilities, providing an effective and efficient accounts payable service and an accounts receivable/credit control service. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| The Accounts Payable Assistant’s main duties will be to assist and actively support the Cash Management Department Manager and Accounts Payable Team Leader in providing a reliable, accurate and efficient service with regard to the payment of supplier invoices for goods and services received.  The postholder will manage invoice payments for a specific group of suppliers, ensuring that invoices are approved for payment in a timely manner and that the suppliers are paid within agreed terms. |
| **KEY WORKING RELATIONSHIPS** |
| Areas of Responsibility: Accounts Payable  No. of Staff reporting to this role: 0    The post holder is required to deal effectively with staff of all levels throughout the Trust. In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Staff in the Cash Management Team | * Non-NHS and Commercial Organisations | | * Staff in the wider Finance Team | * Other NHS Organisations | | * Staff in the Trust | * Patients and Members of the Public | |

|  |
| --- |
| **ORGANISATIONAL CHART** |
|  |
| **FREEDOM TO ACT** |
| * Ensure compliance with Standing Financial Instructions, specified controls and agreed systems of internal check. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * Deal with patients, colleagues, customers and suppliers in a confidential and sensitive manner. This can be by telephone, email, Microsoft Teams or in person. * Liaise with suppliers as required to resolve queries relating to non-payment, including the investigation of queried invoices and negotiation of payment plans as appropriate. This requires being tactful and sensitive to the situation, whilst ensuring that the Trust’s requirements are met. * Liaise with invoice approvers to ensure payment is made in a timely manner for outstanding invoices. * Adhere to the organisation's standards of customer care when communicating with a range of clients on a range of matters. * Respond to routine correspondence, telephone queries and internal and external enquiries. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Assist the Team Leaders with the reconciliation of allocated balance sheet control accounts in accordance with the timetable and laid down procedures. * Investigate posting queries, and correct errors and omissions promptly. * Monitor supplier invoices, take responsibility for investigating and monitoring all queries, ensuring that disputes are investigated and resolved. * Assist in the reconciliation of supplier statements, and resolve queries and anomalies identified. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Plan own workload to ensure internal and external deadlines are met. |
| **PATIENT/CLIENT CARE** |
| * Assist with the administration of the General Office duties including reimbursement of travel claims, petty cash, telephone and desk enquiries, recording and banking of monies received. * The post holder will have incidental contact with patients, usually in relation to financial matters. * The post holder is required to remember that patient care is central to all activities undertaken in the Department. |
| **POLICY/SERVICE DEVELOPMENT** |
| * Participate in, encourage and support the improvements in working methods and the sharing of ideas and procedures within the Cash Management Department and Finance as a whole. * Update and maintain guidance notes and procedures. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * Register, verify and process supplier invoices prior to payment, in accordance with policies and procedures, including checking to goods received notes and supplier orders. |
| **HUMAN RESOURCES** |
| * Assist in training new members of staff to undertake routine tasks |
| **INFORMATION RESOURCES** |
| * Maintain supplier records, ensuring compliance with relevant procedures and legislation. * Use a number of IT systems including Unit 4 and Microsoft Office * Support the Accounts Payable Team Leader in the administration and clearing of goods received notes, to include ensuring that any queries are investigated and resolved. * Ensure supplier credit notes are checked and can be traced to original invoices and are appropriately accounted for. |
| **RESEARCH AND DEVELOPMENT** |
| * Research and Development activities are not a routine part of the work of the Cash Management Team. However, the post holder is expected to take part in any relevant activities as required and where appropriate. |
| **PHYSICAL SKILLS** |
| * This role includes data entry tasks where both speed and accuracy are essential. * Undertake general filing, photocopying and scanning. * Opening and distributing of daily post and emails. |
| **PHYSICAL EFFORT** |
| * This role may include some elements of manual handling. |
| **MENTAL EFFORT** |
| * The post holder is expected to be able to concentrate for prolonged periods of time, and to manage interruptions that occur during the working day. |
| **EMOTIONAL EFFORT** |
|  |
| **WORKING CONDITIONS** |
| * This role is an office-based role, with high levels of VDU usage. |
| **OTHER RESPONSIBILITIES** |
| Participate in any other task or projects appropriate to the grade as directed by the Department Manager.  Behave in accordance with the Trust's values.  Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DSE) if appropriate to role. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the postholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff. |

PERSON SPECIFICATION

|  |  |
| --- | --- |
| **Job Title** | Account Payable Officer |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  5 GCSE or equivalent, including Maths and English  AAT level 2, APA technician level or equivalent experience | Yes | Yes |
| **KNOWLEDGE/SKILLS**  Basic understanding of accounting principles  IT literate, and competent in the use of Microsoft Office software (Excel, Word, Outlook)  Ability to work to deadlines | Yes  Yes  Yes |  |
| **EXPERIENCE**  A minimum of 6 months experience of working in an office environment  A minimum of 12 months experience with computerised sales or purchase ledgers, within the last 3 years | Yes | Yes |
| **PERSONAL ATTRIBUTES**  Ability to work within a team  Ability to adapt to changing circumstances or priorities.  Attention to detail  Accuracy  Awareness of confidentiality and data protection  Committed to personal and professional development  Good oral and written communication skills  Willingness to contribute to the development of more efficient and effective systems and methods | Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required. | Yes  Yes |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | Y |  | O |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | N |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
|  | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  | | | | | |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
|  | |  |  |  |  |
| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
|  | | | | | |
| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | F |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | N |  |  |  |  |
| Mental Effort | Y |  |  | M |  |
| Emotional Effort | N |  |  |  |  |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y |  | O |  |  |