

## Job Description

<b>JOB TITLE:</b>	<b>Accounts Payable Coordinator</b>
<b>GRADE:</b>	<b>Grade 7</b>
<b>REPORTING TO:</b>	<b>Senior Accounts Payable and Payroll Specialist</b>
<b>RESPONSIBLE FOR:</b>	<b>This role does not have any direct reports</b>

### ROLE PURPOSE AND SCOPE

- The Accounts Payable Coordinator role is responsible for providing a high-quality accounts payable service to all stakeholders.
- The primary role of this post will be, to ensure and carry out an effective accounts payable process, ensuring an accurate accounts payable ledger is maintained, prompt payment is made to suppliers, supplier accounts are reconciled and carrying out the submission process of daily BACS runs through the financial management system and the bank in-line with established policies, procedures and customary practices.

### KEY RESPONSIBILITIES

- To reconcile the supplier accounts against the accounts payable ledger, in a format accepted by audit.
- Produce daily BACS runs for approval and submit to bank in a timely manner.
- Control the transfer of relevant information to and from supplier accounts and initiate the amendment of supplier information where appropriate.
- Control the accounts payable ledger, including investigation and clearing of aged items and the matching of direct debits.
- Investigate, answer queries and deal with correspondence from internal and external suppliers and customers in writing or by telephone.
- Liaise with external suppliers to resolve queries and issues arising.

- Provide detailed advice and information on all aspects of the accounts payable process for suppliers, customers, and other departments, promoting a caring and professional image in line with the Groups vision and values.
- To deputise for the Senior Accounts Payable and Payroll Specialist in their absence.
- Managing health and safety issues in your area of responsibility in line with the relevant section(s) of the relevant Health and Safety Policy.
- Complying with business confidentiality and information security policies, in line with GDPR and relevant legislation
- Live believe housing's values and behaviours, doing the right thing for our customers, our business, and our people
- To deliver financially viable and economically effective services, seeking to gain maximum benefit from the use of resources and increasing social value

No role profile can be entirely comprehensive, the post holder will be required to undertake additional duties from time to time, in line with the above responsibilities, as required by the Senior Accounts Payable and Payroll Specialist.

#### PERFORMANCE MEASURES

- Corporate Performance Scorecard
- Business Scorecard Metrics
- Compliance with legislative and regulatory standards
- Adherence to Health and Safety Policy
- Delivery of strategic corporate projects and team projects
- Demonstrating corporate values, attitudes, and behaviours
- Engagement scores

## Person Specification – Accounts Payable Coordinator

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSE's (or equivalent) to Grade C or above including English and Mathematics/or equivalent</li> <li>• Part qualified AAT (Level 3)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience of providing a high-quality accounts payable service, preferably within a group structure</li> <li>• Experience of working in a high quality, performance managed team, providing high quality data output</li> <li>• Experience of working with a financial management system, preferably Open Accounts</li> </ul>
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to think, plan and manage time and to work to tight time frames</li> <li>• Ability to manipulate and reconcile data and present it in a user-friendly format</li> <li>• Good effective communication skills both written and verbal, with internal and external customers</li> <li>• Ability to use information technology to a high level of competence</li> <li>• Ability to present information clearly</li> <li>• Ability to analyse complex problems and identify solutions</li> </ul>