

# Housing 21

<b>Job Title</b>	Accounts Payable Administrator
<b>Business Stream / Department</b>	Finance and Treasury
<b>Reports to</b>	Accounts Payable Team Leader
<b>Direct (and Indirect) Reports</b>	No
<b>Travel</b>	Infrequent

<b>Job Purpose</b>
<p>Covering all company purchases, invoicing, other related finance activities and processes, the role holder will ensure accurate, complete, timely processing and maintenance of purchase related invoices and any related transactions in the financial systems and relevant ledgers. Work with operations, corporate functions and suppliers to resolve invoice queries and work collaboratively to resolve root cause issues and improve on processes to enable timely payment to suppliers and recording of financial transactions/costs.</p> <p>The job holder will make sure that they fully understand and fulfil their responsibilities in respect of Health &amp; Safety, Diversity &amp; Inclusion and Data Protection at all times.</p> <p>This profile is not exhaustive and other activities at a similar level may need to be carried out.</p>

<b>Key Accountabilities</b>	
1.	Daily scanning of all repairs supplier invoices received onto Docuware, carrying out validation of all invoices to ensuring all invoice data is captured accurately. Loading of repairs invoices from Docuware into system holding folder in readiness for upload to QL
2.	Daily posting, matching and approval of nominated supplier invoices into QL in accordance with standard operating procedures and controls, ensuring accurate coding of general ledger codes and complete recording of payables costs to the finance system
3.	Allocation of unposted direct debit payments on nominated supplier accounts to ensure all invoices are cleared in line with agreed targets
4.	Process and approve all void property cost invoices, ensuring that correct charges have been invoiced – e.g. TV licences, council tax, water, utilities. Liaise directly with providers where costs have been charged in error to ensure credit notes and refunds are received, supporting compliance with budget costs
5.	Ownership and responsibility for specific supplier accounts/relationship. Identify root cause issues preventing invoices from being approved and paid by due date and work proactively with supplier/internal customers/stakeholders to resolve.
6.	Proactively work with suppliers and internal stakeholders to resolve any queries on unapproved invoices, to facilitate approval and payment

Key Accountabilities	
7.	Carry out nominated supplier statement reconciliations to ensure accuracy of transactions between H21 and supplier accounting systems
8.	Collation, recording and maintenance of supporting documentation for all activities/financial data entered/processed or to be entered/processed, in compliance with audit, Accounts Payable and company policies and procedures.
9.	Assist in investigations and audits into any queries raised by colleagues and external stakeholders around Accounts Payable transactions/balances. Undertake corrective actions where necessary.
10.	Ensure all activities are carried out within Accounts Payable controls, safeguards and procedures. Escalate immediately any identified potential risks and/or failures
11.	Proactively assist in the ongoing development and enhancement of Accounts Payable processes, controls, processes and systems
12.	Ensure all procedures around confidentiality and data protection are adhered to.
13.	Work with team to ensure all individual and team KPI's and targets are met

Knowledge and Experience	
Experience working in a fast paced, high-volume environment and delivery of excellent customer service	Essential
Housing and care sectors experience	Essential
Delivery of best practice accounts payables and finance related responsibilities	Essential
Good understanding of double entry accounting and basic ledger management	Desirable
Experience working with complex, ERP and payables solutions with numerous interfaces from feeder systems	Essential
Knowledge & experience of accounts payable controls and safeguards/fraud prevention	Essential
Confidentiality and data protection legislation	Essential
Carrying out supplier reconciliations	Essential

Skills and Behaviours
Puts the customer (internal or external) at the 'heart' of everything.
Organised and methodical with excellent time management skills and proactive in prioritising workloads to achieve deadlines
Ability to accurately process high volumes of transactions across finance systems and processes
Ability to interpret, work with and manipulate large data files

Skills and Behaviours	
Self-motivated with the ability to work alone or part of a team to achieve objectives and targets	
Good interpersonal and communication skills, with the ability to work collaboratively and effectively with all colleagues/stakeholders	
Flexibility to undertake wide range of roles/responsibilities and always willing to learn new skills.	
Excellent excel and technical skills	
A team player that can demonstrate flexibility and accountability.	

Qualifications and Training	
GCSE grade C (Level 4) and above, or equivalent relevant experience.	Essential
Association of Accounting Technician (AAT) qualified, willing to work towards or equivalent relevant experience	Desirable