



## **JOB DESCRIPTION**

**Post:** Purchase Ledger Senior

**Responsible to:** Financial and Systems Accountant

**Responsible for:** Finance Trainee

**Band:**

### **Job Purpose**

- To manage and deliver accounts payable services in a professional and timely manner, meeting deadlines and quality expectations
- To ensure that transactions are processed in a timely and accurate manner, facilitating effective reporting and supplier payment.
- To act as second point of contact for supplier queries, answering questions and resolving issues effectively, efficiently and courteously.
- To support the Accounts Payable Trainee in their professional development and learning the systems and controls
- To support other team members in the implementation of new systems and enhancing existing control mechanisms, including helping to design and implement the reporting of A/P KPI's on a monthly basis to the management accountant.
- To be a key part of the Resources team, supporting colleagues and contributing flexibly to assist with fluctuating workloads and delivery to deadlines.
- To maintain a professional accounting qualification (eg AAT ) supported with regular relevant CPD opportunities by Ability and the resources team, and encouraged to continue financial professional development through personal study.

### **Key Tasks**

#### **1. Accounts Payable**

- To manage the day-to-day operations of Accounts Payable and the Accounts Payable Trainee.



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- To manage the receipt, registration, support the coding of and carry out/oversee the posting all accounts payable transactions including invoices, credit notes, project valuations/certifications.
- To compile and check purchase ledger payment runs as and when required, including the generation of supplier standing data audit reports.
- To process the finance system to bank direct payments process as an authorised payment creator on the on-line banking system.
- To prepare the payment runs for validation and release by authorised payment card holders.
- To extract account reconciliation data and statements from the on-line banking system in support of the Finance and Systems Accountant.
- To ensure the integrity of supplier accounts, including reconciliation of major accounts and others back to supplier statements from time to time.
- To validate any standing data changes with the Accounts Payable Trainee strictly in accordance with procedure, along with validation of new supplier account data in accordance with the Ability supplier 'onboarding' process.
- To ensure that the 'onboarding' supplier setup form is correctly completed, to run the required Dunn and Bradstreet credit referencing checks, and to liaise with the Financial and Systems Accountant in the event of any anomalies on those reports.
- Develop and build effective working relationships with key suppliers, partners and other teams within Ability to ensure that service standards are met whilst also improving efficiency.

## **2. Financial systems**

- To learn, understand and use such aspects of the QLx finance system as are appropriate to the role of Accounts Payable Senior, and in time expand that knowledge to such other aspects of the system as may be required to develop your career.
- To support the implementation of any supplementary or complementary systems or modules of the existing QLx system as may be required by the business.



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- To use such software tools as may be required in the management of and reporting of the purchase ledger and the suppliers therein, to include but not be limited to Microsoft Office.
- To provide key account and system reconciliations as and when required, and no less than monthly for key accounts. To include some supplier account reconciliation and support of Trainee to provide the same.

### **3. General duties**

- To work towards and achieve professional objectives as agreed from time to time, to assist in the development and implementation of system improvements, policies, practices and procedures.
- To support the Resources team through overtime working from time to time as and when such support may be required, for example at year-end, or during statutory or internal audit.
- To support, manage and provide on-the-job training to the Accounts Payable Trainee in order to facilitate their professional development.
- To promote the work and values of Ability.
- To assist in the completion of or to execute such other suitable tasks as may be required of you by Ability from time to time.



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### **MAIN TERMS AND CONDITIONS**

Post:	Purchase Ledger Lead
Salary Band:	
Pension:	SHPS Defined Contribution Scheme
Health Care:	Ability operates a health care cash plan scheme for all employees
Car Policy:	Casual User – a mileage allowance is payable for any business mileage incurred.
Annual Leave:	22 days rising by one day for each year of service to 25 days
Hours of Work:	35 hours per week (exclusive of breaks).

A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. The above information may be helpful to applicants as a guide, but should not be treated as a substitute for a full contract of employment.



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Qualities	Criteria	Essential	Score
<b>VALUES &amp; BEHAVIOURS</b>	<p>Passionate about delivering excellent customer service and actively seeking customer feedback to deliver improvements.</p> <p>Clearly demonstrates a positive 'can do' approach and takes personal accountability.</p> <p>Takes personal ownership of career development, and the drive to maintain and/or develop a professional qualification in finance. This may be supported by Ability.</p> <p>Passion to ensure delivery against KPIs and given targets.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<b>EXPERIENCE</b>	<p>Extensive experience of working within a finance / general office environment with a housing/care background beneficial but not essential</p> <p>Extensive experience running a busy purchase ledger in a small organisation/very hands-on environment</p> <p>Experience of cash book and bank account reconciliation within a modern computerised accounting system</p> <p>Experience of e-Banking and integrated payment systems</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	



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	Experience of e-Purchase Order Processing systems and electronic invoice matching/document recognition systems an advantage	✓	
<b>SKILLS/ KNOWLEDGE</b>	Minimum AAT qualified with at least 5 years purchase ledger management including staff management and development	✓	
	Excellent written and verbal communication skills to include as a minimum GCSE English	✓	
	Excellent numeracy skills	✓	
	Excellent customer service skills for the 'second line' in resolution of supplier queries and incoming phone calls of a more general nature	✓	
	Must be IT literate and competent in use of standard MS Office applications including Word and Excel.	✓	
	Ability to work on own initiative to agreed work plans	✓	
<b>GENERAL ABILITIES</b>	Effective team member who is personally well organised.	✓	
	Ability to multi task in a busy environment	✓	



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