



University of East London

Pioneering Futures Since 1898

Job Title	Accounts Payable Manager
School / Service	Finance
Grade and Salary Range	E
Location and Hybrid working status	Docklands, minimum 3 days per week on campus when required
Reporting to	Head of Financial Accounts & Compliance
Responsible for	Accounts Payable Officers
Liaison with	Deans, Directors, Managers and Administrators in Schools and Services within UEL, auditors, statutory bodies and other external stakeholders
Contract type	12-month FTC

Build your career, follow your passion, be inspired by our environment of success
#BeTheChange

THE UNIVERSITY OF EAST LONDON

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we're now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We're an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

THE DEPARTMENT

The Finance Department at the University of East London plays a key role in managing the University's financial resources to ensure stability, efficiency, and strategic investment in its future, aligned with Vision 2028.

We provide a comprehensive range of financial services, including budgeting, financial and tax planning, compliance, and advisory support, ensuring the University operates smoothly. Our responsibilities also include the preparation of annual financial statements, statutory reporting, and regulatory submissions. We work proactively with Schools, Services, staff, and students to offer financial guidance, maintain compliance, and drive value for money across all operations.

The Accounts Payable (AP) function within the Finance Department ensures that all non-payroll expenditure is accurately recorded in the University's accounting system and that suppliers are paid in line with the University's Financial Regulations and agreed payment terms. We have recently gone live with new Finance and invoice management systems (Unit4 ERPx and Proactis respectively) and as part of this are launching a major drive for P2P process compliance to maximise efficiency.

JOB PURPOSE

The Accounts Payable Manager supports the Head of Financial Accounts & Compliance and the Procure-to-Pay process by managing the purchase ledger and leading the Accounts Payable team. The role ensures accurate and timely payments to suppliers in line with the University of East London's financial regulations and policies while assisting with general ledger reconciliations. Other responsibilities include dealing with suppliers and staff queries and collaborating with Finance teams and University departments to provide financial advice, guidance, and analysis to internal and external stakeholders.

KEY DUTIES AND RESPONSIBILITIES

Accounts Payable (AP) Operations

- Act as the Process Owner and Subject Matter Expert for Accounts Payable within the P2P process. Work with the Finance Change Manager to agree process ownership boundaries with Procurement.
- Oversee the daily operations of the AP team, ensuring supplier invoices are correctly matched with purchase orders, all incurred expenses are accurately coded, and payments are authorised in compliance with the university's Financial Regulations and supported by adequate audit evidence once posted in the finance system.
- Ensure the smooth operation of weekly payment runs and the purchase ledger, with timely and accurate payments made to suppliers within agreed terms.
- Ensure the timely and accurate reconciliation of supplier invoices with statements, promptly resolving any discrepancies with suppliers and budget holders. Act as the main point of escalation for resolving any significant supplier disputes or issues.
- Manage and support the Accounts Payable Officers, providing cover, training and development as needed to maintain high performance.

- Work with the Income & Credit Control team to process student refunds efficiently and accurately.

Month-End and Year-End Processes

- Oversee the timely and accurate posting of AP transactions to agreed month-end and year-end deadlines.

Reporting and Audit

- Develop and provide reports on Key Performance Indicators as agreed with management.
- Ensure the AP function is fully audit-ready by maintaining accurate documentation, supporting evidence for all payments posted and keeping a systematic record of financial transactions within the AP operations.
- Assist with internal and external audit queries.
- ***Internal Controls & Compliance***
Ensure all processes in the AP function are standardised and followed consistently across the team, including routine monitoring to ensure processes are being adhered to.
- Monitor compliance with internal controls and take responsibility for ensuring that internal controls as they apply to AP are efficient and effective.
- Ensure the integrity of the AP ledger and compliance with internal controls by performing monthly Balance Sheet accounts reconciliations relevant to the AP team.
- Maintain up-to-date training material and SOPs for all processes performed by the AP team to ensure clarity, continuity and knowledge retention.

Engagement, Professional Advice, Improvement & Development

- Contribute to the continuous development of the finance system (including quarterly system upgrades) and related processes impacting financial operations, proactively identifying and recommending automation, streamlining, and improvements to ensure efficiency, accuracy and compliance with accounting policies, UEL Financial Regulations, and best practices. Stay informed of policy changes affecting the Higher Education sector and support their effective implementation.
- Work closely with the Head of Procurement and Finance Change Manager to drive and support policy and process changes and any other strategic projects.
- Provide expert technical accounting advice and training on AP matters, delivering excellent customer service and fostering strong relationships with internal and external stakeholders, including key suppliers and process users.
- Be aware and ensure compliance with the latest Financial Regulations, relevant policies, accounting standards, tax regulations, and regulatory requirements.

KNOWLEDGE, SKILLS, AND EXPERIENCE

Essential

- Substantial proven experience in developing a high-performing, proactive, and results-driven AP team in a large organisation (A/I/R).
- Leadership roles in process compliance, new systems implementations and process development projects (A/I).
- In-depth knowledge of AP systems, processes, metric reporting and controls, along with a solid understanding of accounting principles as they apply to the AP function (A/I/T).
- Excellent communication skills, with the ability to convey complex financial matters clearly in both verbal and written formats. Proven experience in writing guidance notes and SOPs, clearly explaining AP processes (A/I).
- High level of numerical accuracy and attention to detail (A/I/T).
- Experience in financial month and year-end processes, analysing large volumes of data and performing complex reconciliations and related checks (A/I/T).
- Ability to explain AP processes to non-finance staff clearly and concisely, summarising key points in an easily understandable manner (A/I/T).

Desirable

- Experience of delivering training on AP matters to non-finance staff (A/I).

COMPETENCIES REQUIRED

Essential

- Commitment to delivering continuous improvement at pace, up to date with best practices and accounting rule changes (A/I).
- Strong collaboration skills, with the ability to work effectively within a team and independently to achieve shared goals. Skilled at building and maintaining relationships with external stakeholders, both within and outside the University (e.g. auditors, other departments) (A/I).
- Excellent organisational and time management skills, with the ability to prioritise tasks, coordinate with others, and meet deadlines (A/I).
- Proactive in identifying and resolving issues, making independent decisions, and seeking clarification when needed, while delivering excellent customer service to staff, students, and external stakeholders (A/I).
- Strong commitment to and understanding of equal opportunities within a diverse and multicultural environment (A/I).

EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS

Essential

- AAT Level 4 Professional (A/I/C)

Desirable

- Educated to degree level (A/I/C)

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you'd like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!

Criteria tested by Key:

A = Application

C = Certification

I = Interview

P = Presentation

R = References

T = Test