



### Job Description

<b>Job Title:</b>	Accounts Payable Manager
<b>Grade:</b>	E
<b>Campus:</b>	Docklands, Stratford and USS
<b>Responsible to:</b>	Head of Financial Accounts
<b>Responsible for:</b>	Accounts Payable Officers
<b>Liaison with:</b>	Deans, Directors, Managers and Administrators in Schools and Services within UEL, external stakeholders

#### **JOB PURPOSE:**

The role is to provide support to the Head of Financial Accounts in managing the accounts payable team. The role holder will be responsible for making accurate payments to all creditors within the agreed contract terms in accordance with University of East London financial regulations and policies.

The post holder will work closely with other sections in Finance and departments across the university to provide financial advice, guidance and analysis to internal and external stakeholders as required.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

1. Responsible for the day to day management of the accounts payable team with direct line management of 2 staff in accounts payable officers.
2. In managing the accounts payable team,
  - a) To ensure that the creditors' ledger is operated accurately, efficiently and to agreed timescale, and ensure that the creditors are paid accurately and on time
  - b) To ensure smooth operation of the weekly payment runs and adequate checks to ensure that the correct payments are made to the correct creditors
  - c) To provide technical accounting advice on financial transactions and ensure accurate coding within the department and university as a whole
3. To work with all finance colleagues in the preparation of the university's annual accounts and associated lead schedules for the external audit.
4. To be proactive and take initiatives to review and make suggestions to improve processes and procedures in relation to accounting systems, reconciliation processes and procedures in accordance with accounting policies, financial regulations and best practice
5. To be responsible for month end processes, ensuring that monthly reconciliation of Balance Sheet control and bank accounts is carried out in compliance with university's internal control policy, taking the lead in the reconciliation of the payments bank account and other relevant control accounts, posting errors and completing year end activity to agreed deadlines
6. To support ongoing development of our finance system and to ensure that the interfaces to Agresso takes place daily and the batches are posted accurately and timely.
7. To keep abreast with changes in the policies that affect the Higher Education Sector and assist with any required implementations on an on-going basis.

8. To develop financial reports and provide regular reporting on key performance indicators as agreed by management
9. To provide excellent customer service, manage and maintain good relationship with the internal and external stakeholders, in particular our key suppliers
10. To represent the University at external events when necessary
11. To work in accordance with and promote UEL's Equality and Diversity policies
12. The list of duties is indicative of the tasks the role holder is expected to undertake but is not exhaustive. The role holder working under the guidance of the Head of Financial Accounts is expected to undertake any duties as assigned by the Head of Financial Accounts, the Assistant Director Financial Services and the Director of Finance as appropriate.

## PERSON SPECIFICATION

	Criteria	Essential / Desirable	Tested by
<b>1. Educational Qualifications and achievements</b>	AAT Technician Level	Essential	A/I
<b>2. Knowledge and Experience</b> e.g. specific knowledge or experience gained at work or through leisure or voluntary activities	<p>Experience of managing an accounts payable team in a large organisation</p> <p>Relevant accounts payable knowledge and experience of control account reconciliations.</p> <p>Experience of and involvement in financial year-end processes</p> <p>Experience of working with relevant financial systems such as Agresso, SITS, WPM etc. Excellent computer skills including Microsoft Excel and Word</p> <p>Experience of providing excellent customer services to staff, students and external parties</p> <p>Experience of working within the higher education sector</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>A/I</p> <p>A/I</p> <p>A /I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>3. Skills and abilities</b> e.g. teaching, report writing or specific skills/abilities such as computing or the ability to work without supervision	<p>Ability to work as part of a team and independently to deliver a common goal or objective and work across team boundaries to build and strengthen working relationships</p> <p>Ability to plan, organise and prioritise workload, including co-ordinating with others and ensuring that statutory and other deadlines and targets are met.</p> <p>Ability to use creativity and initiative to solve complex problems, take independent decisions and seek clarification when required</p> <p>Ability to manipulate large volume of data and experience of carrying out detailed analysis of data</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>4. Personal Qualities</b> e.g. ability to lead or motivate, interpersonal skills, commitment to equality and diversity issues	Excellent oral and written communication skills	Essential	A/I

<b>5. Other essential criteria</b>	Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment	Essential	I
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**Criteria tested by Key:**

A = Application form

C = Certification

I = Interview

P = Presentation

R = Research papers

T = Test