

## JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF43450
<b>Post Title:</b>	Transactions Clerk – Accounts Payable
<b>Grade:</b>	Grade 3
<b>School/Department:</b>	Finance – Transactional Services
<b>Reports to:</b>	Administrator – Accounts Payable
<b>Responsible for:</b>	N/A

### Purpose

Carry out a variety of Accounts Payable duties to ensure the smooth running of the Accounts Payable function. This will include the processing and payment of supplier invoices, staff, student and visitor expenses, ad hoc payments and the reconciliation of supplier statements.

### Main duties and responsibilities

- Ensure that an understanding of the importance of confidentiality is applied when undertaking all duties.
- Timely and accurate processing of invoices and credit notes from suppliers, payments and any other authorised transactions into the accounts payable ledger.
- Matching invoices with purchase orders or investigation where no order exists. This will include the making of decisions on the correct tax coding, the correct deduction of early settlement discounts and payment date and rejections back to departments where appropriate. Responsible for ensuring that the order has been assigned to the correct supplier and that the correct bank account details are held in the supplier record for subsequent payment.
- Accurate scanning and downloading images from third party and ensuring that all invoices sent for scanning are accounted for. Maintain and update the scanned invoice register.
- Responsible for identifying any urgent items and ensuring that they are dealt with accordingly.
- Responsible for the timely and accurate checking of online staff expense claims, matching receipts to claims where appropriate, ensuring that all online claims adhere to UOR policy. Responsibility for the authorisation of claims ready for payment, rejection back to the claimant with reason for the decision or referral to the Back Office Manager. Maintain the approved and rejected staff claim spreadsheet for referral to as necessary.
- Assisting staff to submit claims and training in the use of the online system and informing colleagues of UOR policy.
- Responsibility for the timely and accurate processing of manual expense claims from students and visitors ensuring that all UOR policies are adhered to, the appropriate delegated approval has been

sought and the validation of bank account details. Ensure all invoices sent out to be scanned are matched back

- Ensure all supplier master data is maintained and up to date liaising with New Supplier and Amendments to ensure data integrity. Reviewing data input by New Supplier and Amendments and rejecting if necessary

- Contribute to complying with all Key Performance Indicators (KPIs) for the area and assisting with updating procedure notes for the section. Assisting with the compliance of all agreed SLA's for the section.

- The timely and accurate preparation of supplier and staff data ready for payment by BACS or other means in accordance with University terms, their presentation to the Accounts Payable or Back Office Manager for payment authorisation and subsequent issue of remittance advices.

- Periodic reconciliation of supplier accounts to supplier statements – in order to ensure the accuracy of payables data. Resolve any disputed items and liaise with both supplier and University departments.

- Liaising with staff, student, visitor and suppliers, resolving queries by phone, email and in person. Investigate and resolve internal and external queries regarding invoices, credit notes and expense claims.

- The timely and accurate filing of all processed transactions for retention.

- Promoting financial awareness across the University in relation to supplier invoice authorisation, the P2P process and expenses policy.

- Undertaking projects and other reasonable duties as required by the Accounts Payable Administrator and Back Office Manager.

- Undertake current training to comply with the Data Protection Act, Criminal Finances Act, Counter-Fraud, Freedom of Information Act, Money Laundering and other financial legislations.

- Maintaining and organising confidential information for staff, student, visitors and suppliers.

- Support HR with ad-hoc payments. These will include confidential salary payments to staff and payments to HMRC.

- Assisting the Accounts Payable Administrator with staff advance payment requests.

- Assisting with financial year end queries for Finance colleagues and FOI requests.

### **Supervision received**

Administrator – Accounts Payable

### **Supervision given**

N/A

**Contact**

- Back Office Manager
- Transactional administrators
- Head of Transactional Services
- P2P Users
- Suppliers

**Terms and conditions**

This is a full-time post (36 hours per week), fixed term for six months. Some weekend working may be necessary, shift patterns etc.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

**Date assessed: March 2023**

# PERSON SPECIFICATION

Job Title	School/Department
Transactions Clerk – Accounts Payable	Finance – Transactional Services

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Good communication skills (verbal and written)</li> <li>• Accuracy</li> <li>• Ability to communicate at different levels</li> <li>• Ability to work both independently</li> </ul>	
<b>Attainment</b>	<ul style="list-style-type: none"> <li>• Good GCSEs or equivalent</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of basic accounting and journal posting</li> </ul>	<ul style="list-style-type: none"> <li>• Good systems knowledge of Agresso</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Working in accounts environment</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Highly motivated, organised and efficient</li> <li>• Self-starter</li> <li>• Good team player</li> </ul>	

Completed by: Back Office Manager	Date: March 2023
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