JOB DESCRIPTION

###### JOB TITLE: Senior Accounts Payable Officer

REPORT TO: Management Accountant

DIRECT REPORTS: None

MAIN PURPOSE OF JOB

The post reports to the Head of Financial Performance & Reporting and is responsible for all areas with the Purchase Ledger system responsible for both purchase order and non-purchase order invoices. There is currently no line management responsibility for this post.

Key duties & Responsibilities

* Maintain the purchase ledger and organise appropriate month end procedures.
* Deal with any queries being escalated from the Accounts Payable Officer or other Departments regarding supplier accounts.
* Review all purchase invoices processed by the Accounts Payable Officer to ensure coded correctly and there are no duplicates.
* Investigate invoices not posted or invoices older than 90 days old, clear any backlogs and keep a log of any disputes.
* Process ad-hoc payments, including season ticket loans, sales ledger requisitions and provider payments obtaining approvals in accordance with the Hospital policy.
* Ensure all BACS payments and manual payments are processed on a fortnightly basis for both the purchase ledger and provider ledger and reconcile to the bacs payments from the bank account, investigating any issues in a timely manner.
* Set-up and maintain supplier accounts seeking approval from the Head of Financial Performance & Reporting.
* Ensure all Direct Debit payments and associated invoices are posted in the correct period and reviewed periodically.
* Liaise with Heads of Department in resolving queries arising from supplier accounts and posting.
* Reconcile purchase ledger accounts to review and resolve debit balances.
* Check Customs and Excise requirements are correctly implemented in respect of VAT.
* Assist with preparing accruals, prepayments and GRNi report for management accounts.
* Flexible approach and open to continuous improved ways of working, offering ideas and participating in process improvement projects.
* Ensure accurate VAT records to ensure not being charged for VAT exempt purchases.
* Ensure computer held information is securely stored.
* Ensuring that current list of approvers is kept up to date and nominal coding in the PO system is maintained.
* Play a pivotal role in ensuring managers use the PO process for placing orders, and support training where required.
* Ensure all policies and procedures relating to Accounts Payable are kept up to date
* Keep the Head of Financial Performance & Reporting informed of developments within areas of responsibility.

Related Duties

* Assisting the efficiency of the department by covering for other posts as required and performing other duties and projects appropriate to the role and grade;
* Keeping abreast of new developments and new services offered by the hospital.
* Perform regular audits on supplier invoice approval procedures in various departments of the Hospital to ensure the processes are embedded.

Other

* Ensure all Hospital Health & Safety and Security policies are adhered to at all times.
* Attend all mandatory training courses annually.
* Maintain patient and Hospital confidentiality at all times.
* Perform other adhoc duties as requested.

General Information

This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. The post holder is required to undertake any other similar duties, as required by the Manager. This job description may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

The post holder will be required to comply with all policies and procedures issued by and on behalf of King Edward VII’s Hospital Sister Agnes.

The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work.

Confidentiality

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your Manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in accordance with the Code of Confidentiality and the Data Protection Act 1998. A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital’s disciplinary procedure and may lead to dismissal.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

Risk Management

You have a responsibility for the identification of all risk which have a potential adverse effect on the Hospital’s ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

Equal Opportunities

As a member of staff at the King Edward VII’s Hospital *Sister Agnes* you have a personal responsibility to ensure that you do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff, are treated equally in line with the hospital’s Equal Opportunities Policy.

**PERSON SPECIFICATION**

**JOB TITLE**: Senior Accounts Payable Officer

**DEPARTMENT**: Finance

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| **Category** |  | **Criteria** |
| QUALIFICATIONS/  ATTAINMENTS | ESSENTIAL | * Good standard of general education * GCSE Maths and English or equivalent qualification |
| EXPERIENCE | ESSENTIAL  DESIRABLE | * Significant Accounts Payable experience of the whole Accounts Payable process, working in a busy and fast-paced work environment. * Dealing directly with senior colleagues and suppliers in a busy service maintaining professionalism at all times * Experience within private healthcare * Experience of assisting with Accounts Payable audit requests |
| SKILLS & KNOWLEDGE | ESSENTIAL | * Minimum 2 years relevant experience * High level of numeracy and attention to detail * Proficient IT skills, including all Microsoft office packages * Good organisational skills to keep ordered records * Excellent written and verbal communication skills * Knowledge of finance systems and flexibility to adapt to new systems and processes * Managing the purchase ledger and BACS payment runs through both a purchase order system and manual system * Good understanding of business payments and banking platforms |
| PERSONAL & OTHER ATTRIBUTES | ESSENTIAL | * A pro-active and ‘can-do’ attitude * Resilient and flexible in approach with strong time management skills and able to deal with changing and competing priorities * Maintaining professionalism and quality of work in a high pressured, fast moving environment * Display a confident manner and demonstrate an ability to learn quickly and to stay calm and polite at all times * Can work effectively with people with diverse skills, abilities and experience * Demonstrates commitment to team-working at all levels with the ability to use initiative * Demonstrates commitment to continuous professional development for self and others * Demonstrable compassion for the Hospital’s vision and values |