

JOB DESCRIPTION

Accounts Payable Supervisor Vacancy Ref: N128

Job Title: Accounts Payable Supervisor	Present Grade: 5
Department/College: Finance	
Directly responsible to: Senior Accountant (Paul Farley)	
Supervisory responsibility for: Accounts Payable Team	
<p>Other contacts</p> <p>Internal: The post-holder is required to liaise with and a wide range of support and academic staff and students primarily including:</p> <ul style="list-style-type: none"> • Any member of staff involved in the purchase to pay process; occasionally including senior academic staff. • Other members of Finance Division, in particular the Procurement team. • Students regarding studentship and expenses payments. <p>External:</p> <ul style="list-style-type: none"> • Supplier contacts, principally in Credit control departments but also at more senior levels. • Bank contacts, mainly at RBS/Natwest but also at supplier payment destination bank accounts. • Internal and external auditors 	
<p>Major Duties:</p> <ol style="list-style-type: none"> 1 To supervise and organise the operations of the Accounts Payable team including the accurate input of invoices and subsequent payment by BACS or on-line payment methods. 2 To ensure month-end and year-end procedures are followed in accordance with deadlines. 3 To ensure that all internal controls relating to Accounts Payable are operating effectively and that quality standards are maintained. 4 To work with the Senior Accountant to ensure that opportunities for efficiency improvements are identified and maximised through: <ul style="list-style-type: none"> - improvements to working practices - use of new technology - good communication with internal and external contacts 5 To actively manage the Accounts Payable ledger to ensure that suppliers are paid in accordance with payment terms and debit balances are repatriated on a timely basis. 6 To resolve queries from staff, students and suppliers on a timely basis. 7 To ensure that Accounts Payable process documentation is maintained and developed at an appropriate level of detail and in an easily accessible form. 9 Any other duties as may reasonably be required by the Finance Director, or their nominee, consistent with the grade of the post 	