

Senior Accounts Payable Finance Officer

Reports to:	Accounts Payable Manager/Accounts Receivable Manager		
Department:	Finance and Resources	Grade:	SO1
DBS Status:	Basic	Politically restricted:	No
Job Purpose:			
<ol style="list-style-type: none"> 1. To provide a professional and customer focused service, ensuring performance and quality targets are achieved whilst maintaining financial controls at all times. 2. To administer accounts payable and/or accounts receivable processes. 3. To work within a defined financial control framework to ensure compliance is being met and reported if not, and to proactively identify ways in which controls can be strengthened. 4. To support service areas to understand and comply with accounts payable/account receivable processes by providing guidance, advice and signposting to relevant information. 5. To handle enquiries relating to the accounts payable/accounts receivable processes, and ensure that high levels of satisfaction are achieved. 			
Values			
Collaborate proactively. Lead inclusively. Embrace change. Be bold and curious. Celebrate and share our success.			
Job specific roles and responsibilities			
<ol style="list-style-type: none"> 1. To be responsible for administering accounts payable or accounts receivable processes. 2. Responsible for the processing of all payment/income transactions in Oracle Cloud and third party systems - not limited to but including invoice scanning/income allocation systems. 3. To proactively advise management of any significant discrepancies or failures in financial or control procedures. 4. Responsible for liaising and actioning all payment / income enquiries across various channels. 5. Supporting a range of stakeholders within the business which includes officers involved in the transactional process across the Council, budget approvers, finance representatives and external parties with the aim to prevent delays in processing of income/payment transactions. 6. Identify key supplier/customer accounts and perform priority reconciliation back to the Oracle Cloud ledger or third party system. 7. Allocations of manual payments/income to the sub ledgers 			

8. Provide a high level standard of customer service to suppliers/customers and internal stakeholders at all times, taking action to meet specified target times, and achieving high levels of customer satisfaction.
9. To carry out training on accounts payable/accounts receivable processes and undertake coaching and quality checking of work carried out by team members and officers involved from service areas. To provide support and guidance in relations to the correct process and procedures in relations to accounts payable/receivable matters.
10. To ensure that expenditure/income transactions are accurate and comply with all financial controls to achieve compliance and efficiency.
11. To identify areas of risk which the council should consider to aid prevention of fraud with any transactions,
12. To provide information for financial and other management reports, as and when required and to ensure the working paper file complies with audit standards.
13. To contribute to the overall success of the team, supporting team members and taking personal responsibility for ensuring they achieve excellent performance. This includes identification of areas of backlogs and causes, providing suggestions on resolving issues.
14. Undertake any other duties commensurate with the general level of responsibility of this post.
15. To proactively identify and report improvements to accounts payable/receivable processes and assist in amending these.
16. To contribute to the continuous improvement of the service and assist in the design of new processes and procedures.
17. To deputise in the absence of the AP/AR Team Manager to ensure functions are carried out efficiently.
18. To advise service areas of outstanding issues which will include numerous categories of transactional payment or income allocation - highlight areas of procedural failures and notify Head of service areas.
19. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
20. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
21. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.

Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements (key skills & qualifications)

Knowledge and Qualifications

1. Evidence of Continuous professional development in either Accounts Payable or Accounts Receivable functions.
2. Knowledge of accounts payable/receivables processes and the administration of these functions, and how this impacts on other Finance teams and the Council.
3. Understanding of the control frameworks to be operated in – managing complex, high value and high-volume financial transactions.
4. Detailed knowledge of both the accounts payable and accounts receivable function, including procure to pay processes in Local Government.

Experience

5. Experience of working within a large and complex finance function.

6. Experience of working collaboratively with departments and other customers to deliver a responsive and co-ordinated service
7. Experience of mentoring and coaching staff
8. Experience of maintaining financial controls
9. Substantial experience of both the accounts payable and accounts receivable function, including procure to pay processes in Local Government.

Skills and Abilities

10. Excellent analytical and numeracy skills
11. Excellent interpersonal, verbal and written communication skills
12. Ability to carry out effective training and quality checks
13. Well organised, systematic and calm in approach, and able to work flexibly and effectively as part of a team.
14. Ability to understand the needs of customers and a commitment to securing the best possible outcomes for them
15. Ability to handle complex queries to completion
16. Ability to work effectively with minimal supervision with a high degree of accuracy and attention to detail
17. To work effectively as an individual and a member of a team by co-operating and supporting colleagues in the workplace
18. Ability to effectively use a large range of IT systems and applications
19. Ability to manage own workload and maintain performance to the highest standards
20. Ability to communicate financial information to non-finance stakeholders.