Senior Accounts Payable Officer
Finance Department

Closing date: 17 September 2018
Interview date: 10 October 2018
Vacancy reference: 6978
INTRODUCTION

We are seeking a Senior Accounts Payable Officer to enhance and maintain the Accounts Payable service and its operation. The successful candidate will support and deputise for the Accounts Payable Manager to ensure that all suppliers are paid accurately and on time. This includes external suppliers in the UK and overseas, student payments and staff/student/visitor expense claims. The post holder will be responsible for providing an innovative, pro-active, business-focused customer service which is aligned to the university’s values and in accordance with the University’s financial regulations.

You should possess a substantial track record in an Accounts Payable/Finance environment in a complex or large organisation and possess excellent communication skills. You will have a proactive, can do attitude to your approach to work and ideally have experience in change management and customer service.
Main purpose of the role

To undertake a range of specialised, administrative activities that contribute to the effective and efficient operation of the Accounts Payable service within the Finance department.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Assist in the management and delivery of the Accounts Payable specialised services including deputising for the Accounts Payable Manager.
- Play a key role in ensuring the provision of an effective and efficient day-to-day Accounts Payable service including in all aspects of invoice and expense processing, weekly BACS and foreign currency payment runs, resolution of queries and disputes, reconciliation of supplier accounts and management of Accounts Payable team email inbox.
- Act as a point of reference and provide clear and concise information, advice, training and training materials, guidance and support to University staff in all aspects of invoice and expense processes and related policies.
- Undertake service procedure and process reviews to ensure they are fit for purpose, maximise efficiency and promote good practice.
- Support the creation, management and maintenance of performance information pertaining to the Accounts Payable service.
- Liaise with relevant departments to actively promote the services of the Accounts Payable team throughout the University, develop internal relationships and maintain a high level of customer service.
- Liaise with external suppliers and staff/students to resolve issues and disputes.
- Ensure compliance with relevant financial regulations, procedures and audit regulatory requirements and the resolution of non-compliance.
- Responsible for an auditable financial system and housekeeping of both electronic and paper based record systems/ processes.
PERSON SPECIFICATION

Qualifications

A general education to include three passes at A level, or an equivalent educational qualification, or relevant experience

Knowledge

A thorough understanding of the principles of service provision and office management within a large, complex organisation

Thorough knowledge of all Microsoft Office applications

Knowledge of Agresso financial system

Skills, abilities and competencies

Good oral and written communication skills, with the ability to provide detailed advice and guidance on specialist defined processes and procedures to internal and external contacts

Able to review procedures and processes, ensuring they are fit for purpose and maximise efficiency; make recommendations for improvements as identified and implement agreed changes

Effective problem solving skills

Ability to write clearly and succinctly, for reports and publication, including web publication

Strong IT skills: including word processing, email, web page maintenance, expertise in manipulating databases and spreadsheets

A high degree of attention to detail

Able to work under pressure and on own initiative

Able to deal with confidential matters and act with discretion

Experience

Experience of working in an Accounts Payable function or Finance related function within a large, complex organisation

Experience developing good working relationships with both internal and external customers

Experience deputising for manager when required

Personal attributes

Sensitivity and empathy with customers, colleagues and staff

Organised and flexible, able to prioritise

Demonstrable initiative

Keen to provide a high standard of customer service

Highly motivated, able to work independently or as part of a team

Conveys a positive attitude
The Finance Department is part of the administrative structure of the University. It comprises over 60 members of staff located around the campus. Finance has recently reorganised into 4 main activity areas –

Finance Shared Services: covering Fees and Cash, Payroll, Payments and Business Analysis
Management Accounting: covering Faculty, Department and Professional Services reporting.
Accounting Services: covering corporate management and statutory reporting and company reporting.
Procurement: covering the University’s professional procurement service.

The Department is responsible for providing decision support and advice for management and budget holders both at a corporate level and also for academic faculties and departments and professional support services. Financial processes are carried out across most of the University’s departments. We provide expertise and oversight for practitioners and processes.

Finance ensures that funding is in place to support the University’s short and long term business requirements, including a planned campus redevelopment programme which will take place over the next 10 – 15 years.

Finance also provides transaction services to support our students, staff and departments covering purchase invoice processing and payment, fees and other accounts receivable, cash services process review and payroll.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6978
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 17 September 2018.

What will I need?

We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to samantha.kinsey@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835