Accounts Assistant
Department of Finance

Closing date: 7 April 2019
Interview date: 24 April 2019
Vacancy reference: 7451
INTRODUCTION

The Post holder will contribute to the effective and efficient operation of the Accounts Payable function of the University by being involved in all aspects of invoice processing, expenses processing, invoice scanning and invoice payment. The post holder will report to the Accounts Payable Manager. The post is currently based at Market Square, Heslington, York. The post is full time and the hours of work are 37 per week for a fixed term of 9 months. The post is available immediately.
Main purpose of the role

The post-holder will work in the Accounts Payable section of the Finance department. This section is responsible for all aspects of processing purchase invoices, expenses and making payments to suppliers, staff and students. At present the section is comprised of 7 staff.

Key responsibilities

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

- Preparing and inputting invoices and expenses into University finance system (Agresso)
- Matching of invoices to purchase orders
- Reconciling supplier statements and resolving queries
- Scanning invoices, expense claims and similar documents
- Handling and resolving purchase invoice and expenses queries; received via email, telephone, or letter from staff, students and suppliers
- Handling the filing and maintenance of paper records. Ensuring these records are retained in line with University Policy and Research Grant requirements and are available for review by project staff or internal/external auditors as required.

- Providing advice to University staff on purchase invoice, expenses and payments processes, including meeting with Department Administrators to provide advice on new P2P process.
# PERSON SPECIFICATION

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<th><strong>Qualifications</strong></th>
<th>Essential / Desirable</th>
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<tr>
<td>Five GCSEs or equivalent including English Language and Mathematics</td>
<td>Essential</td>
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<tr>
<th><strong>Knowledge</strong></th>
<th>Essential / Desirable</th>
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<tr>
<td>Knowledge of purchasing and invoice processing in a large organisation</td>
<td>Essential</td>
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<td>Knowledge of Agresso financial system</td>
<td>Desirable</td>
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<tr>
<th><strong>Skills, abilities and competencies</strong></th>
<th>Essential / Desirable</th>
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<tr>
<td>Ability to use computerised invoice processing systems</td>
<td>Essential</td>
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<td>Ability to use &quot;office&quot; software (word processing, spreadsheets, email etc) effectively</td>
<td>Essential</td>
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<td>Ability to communicate effectively, in writing and verbally</td>
<td>Essential</td>
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<td>Ability to use initiative and work with minimal supervision</td>
<td>Essential</td>
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<td>Ability to input accurately</td>
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<tr>
<th><strong>Experience</strong></th>
<th>Essential / Desirable</th>
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<tr>
<td>Experience of working in a large invoice processing and payments office</td>
<td>Essential</td>
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<td>Experience of accurately inputting high volumes of data</td>
<td>Essential</td>
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<td>Experience of using invoice scanning equipment</td>
<td>Desirable</td>
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<th><strong>Personal attributes</strong></th>
<th>Essential / Desirable</th>
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<tr>
<td>Effective written and verbal communication skills</td>
<td>Essential</td>
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THE DEPARTMENT

Comprising over sixty members of staff, the finance department is spread over several locations on the Heslington West campus. The department is involved in processing all payments, receipts and payrolls in addition to providing decision support to the academic and non-academic departments.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 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 one of just six post-war universities to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. 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 multiple 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 AND THE REGION

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 7451
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 7 April 2019.

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