Accounts Assistant

Department: Finance
Hours of work: Full time, 37 hours per week (part time (Minimum of 0.8 FTE) considered)
Contract type: Open
Salary: Grade 3, £22,662 - £24,285 per year (reduced pro-rata for part-time working)
Main purpose of the role

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 based in Heslington Hall and is full time at 37 hours per week, though part time may be considered.

Key responsibilities

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

1. Role Specific Responsibilities
   - 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.

2. University of York Responsibilities for Grade 3

Service and Operational Delivery
   - Produce accurate and timely work to set standards.
   - Respond to and resolve queries that have a readily available answer with reference where necessary to guidance or policy.
   - Engage with customers to ensure understanding of procedure or policy
   - Refer unfamiliar situations and/or work not covered by standard procedures upwards or to a more experienced colleague.
   - Engage with customers to explore their needs and use initiative to ensure service delivery meets their needs and report complaints or issues to enable timely resolution.
   - Make effective use of digital solutions to carry out operational activity.

Continuous Improvement
   - Highlight issues so that improvements and/or changes or new services can be developed.
   - Contribute to the team’s consideration of improvements to the service provided.
   - Proactively seek opportunities to improve personal knowledge and skills.

Specialist Contribution
   - Resolve queries and requests for information and advice and escalate more specialist and complex queries or issues to more experienced team members.
   - Solve day-to-day routine problem solving and source background information within the role.

Collaboration and Communication
• Work collaboratively, proactively and flexibly with team members to ensure the smooth running of service and operational delivery.
• Liaise with staff in other areas of the organisation to support service and operational delivery.
• Respond to routine enquiries/questions from customers via all channels utilised by the team.
• Provide demonstrations or explanations of commonly occurring procedures to colleagues and external customers

Governance and Oversight
• Apply procedures and policy and highlight any anomalies or issues.
• Compile, record, store and archive data and information to ensure the accuracy and safety of information.
• Record data and information accurately and provide reports as required to team members and more experienced staff.

Planning and Organisation
• Plan and organise own task delivery.
• Contribute to the planning of team activities over a short timeframe to ensure the smooth running and timeliness of service.
• Assist team members to organise, plan and prepare for events, meetings and activities.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.

Condition of employment
This role is exempt from the Rehabilitation of Offenders Act. Consequently, all applicants will be asked to declare both unspent and spent convictions on their application form.

Appointment of the successful candidate will be conditional on a Disclosure and Barring Service check.
### Person specification

<table>
<thead>
<tr>
<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Knowledge of purchasing and invoice processing in a large organisation</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to use computerised invoice processing systems</td>
<td>Essential</td>
</tr>
<tr>
<td>Knowledge of Agresso financial system</td>
<td>Desirable</td>
</tr>
<tr>
<td>Experience of accurately inputting high volumes of data</td>
<td>Essential</td>
</tr>
</tbody>
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### University of York Person Specification for Grade 3

#### Qualifications:

Level 2 qualification (Qualifications at this level include five GCSEs at grade A*-C/ grade 4-9. Please [view the full list](#). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

#### Skills - demonstrates the ability to:

- Accurately record and report information/data **Essential**
- Use digital technologies including Google applications and/or Microsoft Office **Essential**
- Communicate effectively in verbal and written formats **Essential**
- Assist others to organise activities **Essential**

#### Behaviours:

- Works collaboratively with others **Essential**
- Delivers a quality service **Essential**
- Develops self and others **Essential**
- Actively champions respect, inclusivity, equality and diversity **Essential**
- Identifies and implements continuous improvement **Essential**