

THE WKCIC GROUP

JOB DESCRIPTION

A. TITLE OF POST	Accounts Payable Clerk
REPORTING TO	Accounts Payable Supervisor
GRADE	Support
SALARY	WKCIC SP23 (£24,199)
RESPONSIBLE FOR	• Guiding College Staff on AP Process • Processing AP transactions • Liaising with Staff and Suppliers on AP Matters

B. PURPOSE OF THE JOB

To support the Accounts Payable Supervisor in delivering all aspects of the College's Accounts Payable processing function delivering an accurate, effective and efficient service including supplier payments and fixed asset recording.

C. MAIN DUTIES/RESPONSIBILITIES

- To assist in the management and monitoring of the operation of the College's policies and procedures in respect of supplier and learner support payments.
- To process all card transactions, supplier invoices and learner support fund payments, promptly, within the appropriate Accounts Payable system ensuring they are matched, where appropriate, to correctly coded, authorised and receipted orders.
- To regularly monitor supplier card transactions, orders and invoices and pursue those that require further action.
- To liaise with college staff and suppliers regarding queries on all aspects of card transactions, invoicing and learner support processing.
- To assist the Accounts Payable Supervisor in the production of the periodic payment batches.
- To undertake period supplier statement reconciliations and source and process missing supplier documents.
- To assist the Accounts Payable Supervisor with the recording and management of fixed assets.

- To provide an efficient and friendly counter service to answer queries from staff, customers and suppliers.
- To assist the Accounts Payable Supervisor to cover for the absence of the other Accounts Payable Clerks.

D. EXPECTATIONS OF THE POST HOLDER

1. Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the college's quality assurance procedures and systems.
 2. Undertake such other duties as are commensurate with the grade of the post, as reasonably allocated by the Accounts Payable Supervisor.
 3. Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
 4. To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
 5. Ensure that the college policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work
- **This job description can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.**

E PERSON SPECIFICATION

Qualifications and Experience

1. Studying for a recognised accounting technician qualification (Desirable).
2. Experience of working in an Accounts Payable transaction processing function.

Knowledge and Understanding

1. Knowledge of finance, particularly, Accounts Payable processing or Fixed Asset recording systems and processes.
1. A general appreciation and understanding of generic computerised Accounts Payable, Fixed Asset or Purchase to Pay systems. Knowledge of Infor's SunSystems and Proactis' P2P solution would be desirable.
2. Understanding of the importance of confidentiality and high standards of customer care in a service driven business.
3. Commitment to and understanding of the College's aims and the role of the post-holder in achieving the department's aims in support of the college.
4. An understanding and commitment to performance management improvement and best value principles.
5. An awareness of the FE sector.

Skills and Abilities

1. Excellent IT and numerical skills, including the use of spreadsheets.
2. A can do attitude, coupled with the ability to work with diverse teams.
3. Ability to communicate with staff at every level in the organization.
4. High level of accuracy and attention to detail.
5. Ability to work to strict and challenging deadlines.
6. The FE sector is undergoing change, an ability to effectively handle and respond positively to it will be an advantage

When you are writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.