Job Description

Job Title: Accounts Payable Finance Officer

Reporting to: Senior Finance Officer

Service: Finance

Salary Band: 3.1

Hours: 37.5 hours per week

Location: Camden/Hybrid

This job description may change to reflect changing requirements of the role

The Role

The AP Finance Officer will report to the Senior Finance Officer and support Finance Team members with the management of the accounts payable function at Solace.

The post holder will be expected to accurately process a range of expenditure and payments including but not exclusive to supplier invoices and staff expenses using the finance system while adhering to Solace policy and procedure.

Accountabilities

- Check and process supplier invoices in the system (invoice raised correctly, analysis code and project code coding, etc).
- Check partners invoices based on agreed payment schedule and terms.
- Ensure that suppliers are paid within agreed payment terms.
- Prepare weekly purchase ledger BACS payment runs, staff expenses reimbursements, other online payments and seek authorisation in line with authorisation policies.
- Develop good professional relationship with various stakeholders and team members
- Deal with Accounts payable and staff expenses queries.
- Prepare supplier statement reconciliations.
- Investigate supplier queries and notified delayed payments with budget holders.
- Maintain comprehensive audit trail records for all transactions.
- Maintain accurate supplier and staff details in the Finance system.
- Ensure that Solace financial policies for expenditures are compiled with and raise issues with management.
- Reconciliation of various balance sheet accounts (eg Service User grants) and creditor accounts
- Compliance to agreed standards and procedures for all finance operations.
- Work in collaboration with other Finance colleagues and Solace staff
- Provide cover for team members during annual leave and sickness leave.
- Adhoc project works as needed.
- Contribute and be key player to the smooth running of the Finance Team

- Attend regular supervision and appraisal sessions with your line Manager.
- Agree and work to an annual individual work plan.
- Contribute to the development of Solace through assisting with funding opportunities.
- Willingness to attend relevant training courses as and when required.
- Maintain confidentiality in all matters relating to the organisation.

Values, Behaviours & Competencies

- Committed to the purpose of Solace Women's Aid, ensuring that the service user is at the heart of service delivery and development.
- Feminist in understanding 'Violence against Women and Girls'
- Committed to fostering innovation and continuous improvement in working practice
- Flexible and open to new challenges, ideas, and experiences, and able to be self-reflective.
- Committed to understanding diversity and ensuring anti-discriminatory practice is applied in all forms of our work
- Non-judgemental with a commitment to self-care within the team
- Collaborative, building relationships with internal and external partners

Knowledge, Experience and Skills

- Experience of accounts payable
- Attention to detail skills
- An ability to work under pressure and manage/adapt to changing priorities in a fast-changing economic climate
- An ability to produce accurate reports and information within tight timescales, with occasional extra hours if required
- Flexibility in approach to work and where needed, highlighting conflicting demands early so that all commitments and deadlines are addressed
- Computer literate with knowledge of using medium to enterprise level accounting systems (knowledge of Xledger is desirable)
- Word and Excel skills essential as well as Excel to advanced level (Pivot Table, V-LookUp, etc)
- Excellent communication and interpersonal skills, including ability to communicate with non-financial staff and internal and external stakeholders.
- Working knowledge of GDPR compliance and a good understanding of confidentiality and professional boundaries

Qualifications

- Qualified by experience with a minimum of 2 years in a similar role and preferably studying towards an accounting qualification such as AAT