

# Job Description

**Job title**                      **Finance Officer – Accounts Payable**

**Accountable to**        Accounts Payable/Receivable Supervisor

**Responsible for**        n/a

## Job Purpose

The Sovereign Accounts Payable/Receivable team provides a professional service, gives guidance and management support in optimising cost effectiveness across the business.

Finance officer – AP will be responsible for dealing with the receipt, distribution and payment of supplier invoices including arranging and monitoring the approval process to ensure no delays to suppliers and a high level of customer service to suppliers.

Finance Officer – AP will play a vital role in delivering payment services to a large stakeholder base within Sovereign.

## Key Deliverables

- Responsible for the accurate and timely processing of supplier invoices to ensure prompt payment to suppliers while maintaining positive working relationships.
- Responsible for taking calls and emails and supporting the team in delivering good customer service to internal departments within Sovereign, suppliers and residents.
- Take responsibility for understanding and interpreting queries to the point of resolution. This will include queries from suppliers, residents and other internal departments within Sovereign. Seek guidance from a Senior Finance Officer where required to ensure a prompt resolution.
- Actively manage and monitor invoices awaiting approval on a weekly basis, ensuring workflow tasks are re-distributed as required and rejection reasons investigated and resolved promptly.
- Ensuring those suppliers paid by direct debit have invoices processed in a timely manner to allocate to the bank statement entry and keep ledgers accurate.
- Responsible for supplier statement reconciliations ensuring supplier accounts are up to date and ledgers are accurate.
- Work collaboratively across the team and with other departments in achieving your objectives, considering how your own behaviour and actions can impact other work colleagues whilst seeking to achieve the best results for all concerned.

- Maintain appropriate and clear communication with the team and other departments, ensuring situations are pro-actively managed to avoid confusion or escalation. Liaise with the relevant departments to ensure that they are all aware of the process and requirements necessary to ensure prompt payment of supplier invoices and other ad hoc payments.
- Support the Accounts Payable/Receivable team members in covering tasks during leave and ensure that collectively the correct tasks are prioritised.
- Promote effective P2P process through liaising internally to promote its benefits and to enforce non-compliance.
- Support key strategic projects such as #BTN and P2P process improvements.
- Promote the use of the organisations Values and Behaviours expectations.
- Establish, develop and maintain effective working relationships with all work colleagues, contractors and partnering agencies to ensure an integrated contribution to Sovereign's corporate objectives.
- Observe and comply with policies and procedures for Health and Safety at Work and observe and continually promote equal opportunities and customer care in compliance with organisational aims and objectives.
- Participate in learning and development activities that develop personal effectiveness and assist in improving performance in the role.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and in order to meet the changing needs of the organisation.

This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.

Version	Author	Date created/modified	Effective date
1.0	Elaine O'Riordan	12.04.18	12.06.18
1.1	Elaine O'Riordan	01.04.21	01.04.21