



## Job Description

Job Title:

**Accounts Payable Specialist**

Your place of work:

**You are part of the Support Services Team and will be based at our offices 175 Tower Bridge Road and from home address**

Pilgrims' Friend Society is a registered charity which has been providing Christian care and support to older people for over 200 years. We currently have 14 care homes and nine independent living housing schemes across England and Scotland where older people can live in warm and secure communities and have opportunities to flourish every day.

As well as providing wonderful places for older Christians to live, we also equip the church with resources for ministry with older people.

Our Christian ethos is central to everything we do, and all our senior and Support Office staff are Christian. If you are a Christian and have Finance experience, then we'd love to hear from you.

### **The main purposes of the role**

- To take responsibility for the purchase ledger for allocated group entities
- To ensure that all purchase invoices are properly authorised; that suppliers are promptly, and efficiently paid by Pilgrims' Friend Society
- That the accounting records relating to costs and payments are accurate and up to date

### **Where you fit into the team**

You are responsible to the Financial Controller

### **Duties of the Accounts Payable Specialist**

1. Ensure purchase ledger incoming mail and emails are dealt with on a daily basis
2. Authorisation of all Purchase Ledger invoices and credit notes in accordance with the approval matrix
3. Process on the accounting system all transactions within agreed SLA's, ensuring the accuracy on the nominal coding
4. Responsible for the accuracy and maintenance of the supplier master data
5. Support the month end close process including and not limited to the accrual and prepayment process
6. Support and collaborate with the internal users of the purchase to pay (P2P) process to ensure queries are dealt with on a timely basis
7. Payment of suppliers within due date
8. Ensure the integrity of the Purchase Ledger, producing and reviewing aged creditor analysis, reconciling to supplier statements
9. Reviewing transactions in the nominal ledger to ensure completeness and to answer queries
10. Ability to chair team meetings including leading in prayer
11. All staff are expected to further their knowledge and development through attendance on courses thought to be appropriate by their manager or at training sessions provided or facilitated by Pilgrims' Friend Society

12. In addition to the duties and responsibilities listed, you are required to perform other duties assigned by your manager from time to time that are within your capabilities
13. Processing of travel and expenses, including corporate credit cards
14. Responsible for the month end close and nominal account reconciliations
15. Ad hoc reporting designing and using reporting tools as required