

Transformation and technology

PO and Invoicing Officer

The job, in a nutshell

This exciting role is about managing the Transformation and Technology services, in terms of budgeting, accounting, and recharging, the monitoring supplier compliance administration process.

Also responsible for purchasing hardware, software and licenses. Reviewing financial data and services provided by suppliers to Age UK and documenting processes and assets.

There is a share of responsibilities, as this is one of 2 posts.

Reports to: Commercial and Supplier Governance Manager.

www.ageuk.org.uk

Age UK, 7th Floor, One America Square, 17 Crosswall, London EC3N 2LB.
Registered charity number 1128267. Company number 6825798.

Our values

-  Collaborative
-  Ambitious
-  Impactful
-  Inclusive

PO and Invoicing Officer

What you'll do for us:

- Responsible for raising purchase orders for the Technology team relating to any suppliers.
- Preparation of invoices received, including assigning costs to relevant cost centres.
- Liaison with suppliers e.g. to query costs, RFIs, RFQs, confirm payment, including supplier onboarding.
- Work with the Finance department, to check invoices have been paid.
- Provide breakdown of costs to department and finance as required.
- Provide forecasting of invoices due for payment, monthly, quarterly.
- Communicate financial information to teams across the business.
- Prepare capital expenditure documentation; ensuring records are kept up to date.
- Maintain a track record of driving value added services to delivery from suppliers and efficiencies and savings wherever possible.
- Audit and maintain list of all Technology suppliers and contracts.
- Responsible for ensuring suppliers' contracts are up to date, and standards and compliance of those standards by third party suppliers are monitored.
- Update the service catalogue and ITSM tool where appropriate.
- Document financial processes and standard operating procedures and reports as required.
- Assist with the audit, monitor and review quality processes to ensure quality standards are exceeded.
- Provides operational Change Enablement – review Changes, approvals & CAB.
- Sourcing suppliers for new requests including those for Reasonable Adjustments.

Location

Hybrid/London

People management

No

Division

Transformation and technology

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Must haves

The letters after each competency indicates at what stage in the selection process this area will be assessed.

Application = A, Interview = I, Test = T, Presentation = P

Experience

Experience of processing invoices, using software related to purchasing, payments and receipting, liaising with suppliers, providing reporting, and basic accounting practices. **A, I**

- Experience of a role requiring very good organisational skills. **A, I**
- Experience of supporting technology services in a medium to large organisation. **A, I**
- Ability to work with a variety of suppliers, managing budgets, financial incomings and outgoings. **A, I**
- Ability to understand and work with complex spreadsheets; review and identify inconsistencies in data, with attention to detail. **A, I**

Skills and knowledge

Good communicator with basic level of negotiation, influencing and presentation skills, especially when communicating technical issues to non-technical colleagues. **A, I**

- Good written communication skills with the ability to present issues in an accessible style to a range of audiences. **A, I**
- Ability to use monitoring tools and provide analysis, to understand and interpret reports and complex commercial financial documents. **A, I**
- Ability to problem solve, to be adaptive and flexible in approach and to be solution-focussed. **A, I**

Personal attributes

Good communicator with the ability to build relationships and work effectively with a wide range of people. **A, I**

- Ability to adapt and remain solution-focussed in a changing

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environment. I

- Ability to work efficiently and manage competing priorities effectively. I

Great to have

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Experience

- Good general knowledge of IT and IT Services approach (ITIL Foundation desirable). I
- Ability to understand implications of contracts and licensing models. I

Skills and knowledge

- Ability to consult, collaborate and influence colleagues throughout the organisation. I
- Excellent organisational skills with the ability to work efficiently. I

Personal attributes

- A team player with the ability to build relationships and work effectively with a wide range of people. I
- Understanding of technology in the context of the Charity sector's users; ability to understand and monitor external and organisational contexts. I

Any other details

Occasional travel to other Age UK sites to enable performance of duties and responsibilities and for the purposes of maintaining and updating professional skills and development.

Remote working requires that the candidate meets these additional requirements: Internet bandwidth: 40Mbps minimum; Internet

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connectivity: Wired / ADSL / Fibre; Stable and safe working environment.

This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role.

In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.

Age UK acknowledges that some groups are less likely to apply for roles and we welcome applications from anyone who feels they have the skills, time and energy to commit to us.

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