

JOB DESCRIPTION – ACCOUNTS PAYABLE ADMINISTRATOR

Job title	Accounts Payable Administrator
Service/Department	Financial Control Team
Sector/Function	Finance
Reports to (Job title)	Accounts Payable Manager
Grade	3
Job purpose	To ensure all transactions are processed accurately, promptly and in accordance with agreed policies. To respond to queries accurately and efficiently and develop effective relationships with internal and external stakeholders.
Key accountabilities	<ul style="list-style-type: none"> • Purchase Ledger – Process invoices in preparation for payment, post Cashfloat returns: <ul style="list-style-type: none"> a) Validate and process all purchase documents in line with monthly deadlines and in accordance with Turning Point policies, procedures and authorisation limits. b) Identify queries on supplier accounts and resolve any issues. c) Validate Cashfloat returns before posting • Data Management and Integrity: <ul style="list-style-type: none"> a) Ensure accuracy and validity of Purchase Ledger master data. b) Ensure accuracy and validity of Purchase Ledger transactional data. c) Maintain robust document management records as per the appropriate governance policies. • Expenditure – Accrued and Pre-Payments: <ul style="list-style-type: none"> a) Maintain and record the list of outstanding invoices in order for automatic accruals to be calculated. b) Identify and flag invoices for pre-payment. • Tax and VAT: Ensure Purchase Ledger transactions are processed in accordance with relevant VAT legislation. • Policies and Procedures: Maintain up to date Accounts Payable policies and procedures. • Cash Management, Treasury Management and Cashflow Forecasting: Provide accurate payment analysis for use in Cashflow forecasting. • Relationship Management and Communication: Maintain strong communication channels and good relationships with both internal and external contacts. • Risk and Internal Control: Investigate and resolve any areas of risk or non compliance within Accounts Payable processes and procedures. Escalate if appropriate. • Finance Support to Strategic Procurement: Provide daily support to the Strategic Procurement team in relation to suppliers. • Financial Reporting: <ul style="list-style-type: none"> a) Distribute the regular status and compliance reports across the business.



b) Distribution of remittance advices.	
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Dimensions	No. of direct reports	0
	Total staff overseen	0
	Internal contacts	Internal purchasers, Procurement Team, Finance Team
	External contacts	External suppliers of services or products
	Planning timescales	N/a
	Nature of problems solved	Charging and payment query resolution, risk, compliance
	Financial authority limits	NONE

