

Job Description

Job Title	Senior Accounts Payable
Job Holder	Vacancy
Reports To	Helen Grainger
Location	Billingham
Date	May 2019
Grade	30

Job Purpose

The Senior Accounts Payable will provide support to the business and finance function with a key focus on improvements to purchase ledger process in advance of a move to an automated invoice and expenses system, processing vendor invoices, GRIR review and reconciliation.

Dimensions

Turnover	£125 million
Site Numbers	700
No of staff reporting to individual	None
Forward work plan	Up to one month

Principal Accountabilities

Improvement and Implementation

The AP function will be implementing automated systems for both vendor invoices and employee expenses over the next 12-18 months. Before and during the implementation you will be required to review current Accounts Payable processes and implement process improvements where required with a particular focus on:

- Cleansing of vendor data within SAP
- Working with Supply Chain to improvement requisition process
- Working with key stakeholders across the business to improve the invoice approval process
- Review of open purchase orders
- Improve quality of information on vendor invoices
- Support the implementation of automated invoice and employee expense processing

Purchase Ledger

End to end purchase ledger processing including:

- Processing of vendor invoices within SAP
- Parking invoices, following up with vendors, Supply chain and staff on site to resolve outstanding issues
- Preparation of changes to vendor master data
- Preparation of Manual payments
- Supplier statement reconciliation

GRIR

- Reconciliation of GR/IR in SAP
- Analysis and resolution of outstanding GRIR queries
- Liaising with Supply Chain to resolve queries & improve future processes
- Reporting of GRIR for month end close

Ad Hoc / Other responsibilities

- Checking and processing of the Accounts Payable inbox
- Weekly payment runs for employee expenses, domestic and foreign vendors
- Holiday/sickness cover for other members of the Accounts Payable team
- Support the Finance Team with any ad-hoc tasks.
- Any other duties commensurate with the role.

Skills

- Minimum 5 years' experience in Purchase Ledger
- Minimum 1-2 year experience of identifying and implementing process improvements
- Requires very good excel skills
- SAP experience essential
- Excellent communication skills (able to build relationships with at all levels - both internally and external)
- Experience of implementing invoice scanning systems desirable
- Supervisory or management experience desirable

Competencies:

Level: Core

Assessed: Business Standards & Integrity, Relationship Building, Achievement and Results Orientation, Process Management, Customer Focus



Special Features

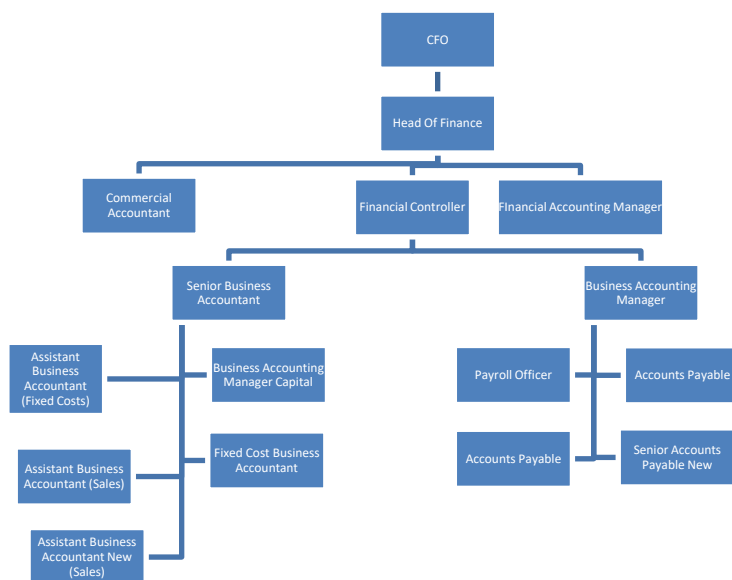
A team player with a 'can do' attitude.

The ability to effectively organise and prioritise their own workload.

Excellent communication skills

Able to build and maintain effective and credible relationships with key stakeholders and across all areas of the business and external customers.

Organisation Chart



Signatures

Job Holder: Date:

Manager: Date:

Revision Table

Revision History	Date of Update	Authoriser
Revision 1	11 July 2018	D Chesworth
Revision 2	01 April 2019	A Dickson

Revision History – Amended due to revised Behavioural Competency Framework