

1 Advertisement

Post Title: Accounts Payable Assistant

School/department: Finance

Hours: Full time or part time hours considered up to 36.5 hours per week.

Requests for flexible working options will be considered (subject to business need).

Contract: permanent

Reference: 7366

Salary: starting at £22,254 to £25,627 per annum,

Placed on: 06 January 2022

Closing date: 07 February 2022 Applications must be received by midnight of the closing date.

Expected interview date: to be confirmed

Expected start date: to be confirmed

The University is seeking to appoint an experienced Accounts Payable Finance Assistant to join the team which processes and records transactions within the University's devolved budgetary system.

The successful applicant will have previous experience in Agresso Business World or a similar high volume finance processing system. They should be able to operate effectively within a team, and possess a good level of numeracy and literacy.

The person appointed should be capable of processing high volumes of paperwork, possess strong communication and decision making skills and be able to organise and prioritise their work, in an environment where working with competing demands and deadlines is crucial.

Please contact Sean Howard at S.Howard@sussex.ac.uk for informal enquiries.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at [Accounts Payable : Teams and services : Finance Division : University of Sussex](#)

3. Job Description

Job Description for the post of: Accounts Payable Assistant

Department: Finance

Section/Unit/School: Finance

Location: Sussex House and WFH

Grade: 4

Responsible to: Financial Operations Supervisor

Responsible for: N/A

- The duties will include the processing of large volumes of supplier invoices for payment, employee/external travel claims, answering queries by telephone and email and generally supporting the work of the office. The post holder must be able to work quickly and accurately and be able to deal with queries that may arise. Knowledge of computer systems is essential.
- The post requires someone with a friendly, confident personality who is flexible and able to work well independently and exercise his or her own judgment when required to. The post also involves a certain amount of routine work and the post holder must be able to complete this with accuracy and within specified deadlines, as well as providing a responsive service to queries as they arise.

Key Responsibilities:

- Prepare batches of invoices and payment requests for scanning onto the University's finance system
- Complete the initial indexing of key invoice details, ensuring the correct supplier is used
- Register invoices to match against the relevant purchase order ensuring correct VAT accounting, applying VAT as applicable on foreign supplier invoices in compliance with HMRC regulations
- Process supplier credit notes, checking against the original invoice, taking appropriate action if there is no invoice
- Check all employee, external and student expenses to ensure compliance with the University's Expenses Policy
- Process staff and student advance payment requests
- Timely approval of system created payment tasks to ensure items are posted onto the ledgers to enable suppliers are paid in line with the University's and Supplier payment terms
- Prepare and run the bi-weekly direct credit pay runs (BACS) on both the Accounts Payable and Accounts Receivable ledgers
- Input payment requests for Same Day, or 3 Day UK Internet Banking bank transfers
- Input supplier approved payments for overseas Internet Banking transfers
- Answer telephone and email queries from Suppliers, University employees and students in relation to the Accounts Payable ledger and outstanding payments, in accordance with agreed service levels
- Raise customer sales invoices for goods or services supplied by the University
- Raise sales orders in respect of payments due to students
- Approve sales orders to generate customer sales invoices

- Post and match bank entries to supplier accounts in respect of internet banking transfers
 - Post bank charges onto supplier accounts
 - Correction by reversal of entries on the Accounts Payable and Accounts Receivable ledgers
 - Cancellation of out of date cheques on supplier accounts
 - Post returned BACS items back to supplier accounts
 - Post purchase card download accounting entries
 - Attend graduation ceremonies on a rotational basis in order to participate in the financial aspects of graduation
 - Other duties as requested by the Financial Operations Supervisor
-
- This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed

4. Person Specification

Skills/Abilities

	Essential	Desirable
Able to operate within a cohesive team, providing effective, timely and frequent communication and interaction to help ensure deadlines are achieved	X	
Able to work collaboratively to assist in the provision of coaching and direction to team members	X	
Strong self-organisational skills, a pro-active approach, with an ability to prioritise and organise competing demands and achieve personal deadlines while maintaining accuracy	X	
An ability to read, understand, interpret and disseminate financial information and produce basic statistical reports	X	
Able to apply excellent oral and written communication skills with a proven ability to remain calm, confident and professional, even in a difficult situation	X	
An ability to evaluate situations and to use initiative appropriately to resolve problems	X	
An ability to prioritise competing demands in a high volume environment, working accurately to deadlines and targets	X	

Knowledge

Knowledge of the Agresso Finance System, or similar multi user financial computer systems	X	
Knowledge of the relevant University Financial Regulations		X
Knowledge of relevant external regulations e.g. Data Protection Act	X	
Knowledge of Accounts Payable systems, payment sector processes and financial regulations	X	

Qualifications

Able to demonstrate a high level of numeracy and literacy gained, either through the attainment of GCSE qualifications, or relevant experience	X	
Basic accountancy training and / or qualifications		X

Personal Attributes

Approachable, tactful, and able to effectively deal with all level of enquiries both from with and outside of the team with professionalism	X	
Pro-active, self-motivated and results orientated self-starter	X	
Organised and capable of meeting agreed priorities efficiently and accurately	X	
Positively responsive to change and supportive of the management of change	X	
A collaborative worker motivated to ensure personal deadlines and targets are achieved	X	
A willingness to work flexibly to meet deadlines	X	
Flexible, reliable, honest and committed to maintaining confidentiality	X	
Comfortable working with high volumes of work and attendant pressures	X	

Experience

Demonstrable experience of working with a large multi user finance system and standard pc based software	X	
Demonstrable experience of making a positive contribution to the performance of a Finance Department responsible for making payments, allocating and reconciling accounts	X	
Successful experience in and involvement with operating effective systems and controls		X
Experience of delivering a high quality service in a customer focussed environment	X	