

## UNIVERSITY OF LINCOLN JOB DESCRIPTION

<b>JOB TITLE</b>	Accounts Payable Clerical Officer				
<b>DEPARTMENT</b>	Finance				
<b>LOCATION</b>	Brayford Campus				
<b>JOB NUMBER</b>	FS6133	<b>GRADE</b>	3	<b>DATE</b>	January 2019
<b>REPORTS TO</b>	Accounts Payable Supervisor				

CONTEXT
<p>The Finance Department consists of approximately 35 professional staff who have relationships with every area of the University at both a strategic and operational level. The role of Finance ranges from supporting the development of University strategy to maintaining accurate accounting records and the safeguarding of assets.</p> <p>Within the Finance Department, the Accounts Payable function is responsible for ensuring all non-pay expenditure is recorded on the University's accounting system and that all suppliers are paid in accordance with the University's terms and conditions.</p>

JOB PURPOSE
<p>To assist the Accounts Payable Supervisor by providing clerical support which enhances the customer experience and service delivery provided by the Financial Department.</p> <p>To communicate with suppliers and finance staff within the university via telephone, email and in person; acting as a point of contact for queries to all areas of the University and external customers.</p>

## KEY RESPONSIBILITIES

Non Pay Expenditure
<ul style="list-style-type: none"> <li>• To deal with incoming and outgoing post, together with general admin tasks.</li> <li>• To scan invoices for processing and returning non-valid invoices to suppliers.</li> <li>• To post invoices and credit notes on to the finance system, ensuring the Purchase Ledger is accurate and up-to-date.</li> <li>• To maintain accurate and retrievable paper based and electronic records for audit purposes.</li> <li>• To retrieve purchase ledger records for audit purposes as and when required.</li> </ul>
Accurate Records
<ul style="list-style-type: none"> <li>• To reconcile supplier statements and request any missing invoices or credit notes.</li> <li>• To create new supplier accounts and make amendments to existing accounts as necessary.</li> <li>• To work in partnership with Colleges and Professional Service departments and colleges throughout the University to ensure that Purchase Ledger records are accurate and up to date.</li> <li>• To support the Accounts Payable Supervisor in monitoring compliance with the University Financial Regulations.</li> </ul>
Purchase and Travel and Expense Cards
<ul style="list-style-type: none"> <li>• To provide occasional absence cover for the Accounts Payable Officer in relation to the following tasks:               <ul style="list-style-type: none"> <li>○ To administer Purchase Card and Travel &amp; Expense Card applications and change requests.</li> <li>○ To explain basic instructions to cardholders upon collection of card.</li> <li>○ To ensure that the master register is accurate and up to date.</li> <li>○ To assist with the recording of Purchase Card and Expense Card expenditure.</li> </ul> </li> </ul>
Customer Service
<ul style="list-style-type: none"> <li>• To contribute to the continuous development and improvement of service provision, including the development of office systems and services, ensuring that the high quality of service provision is maintained.</li> <li>• To monitor the Invoices and Technology One email boxes ensuring that all queries are dealt with in a timely manner.</li> <li>• To ensure all Departmental standards, competencies, attitudes and behaviours are adhered to.</li> </ul>
Support to the Finance Department
<p>May be required to support other activities within the Finance Department when assigned to do so and these duties may involve occasionally working outside of standard office hours. e.g. during University enrolments.</p>

**In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.**

## ADDITIONAL INFORMATION

### Scope and dimensions of the role

The University has an annual non-pay expenditure of approximately £45m, the bulk of which is processed by the Accounts Payable function.

The Accounts Payable Clerical Officer will carry out a range of activities, following routines and procedures set by others, but with limited supervision.

### Key working relationships/networks

Internal	External
<ul style="list-style-type: none"> <li>• Finance Department</li> <li>• Colleges and Professional Service Departments</li> <li>• Purchase and Expense card holders</li> </ul>	<ul style="list-style-type: none"> <li>• Suppliers</li> <li>• Purchase card provider</li> </ul>

**UNIVERSITY OF LINCOLN  
PERSON SPECIFICATION**

<b>JOB TITLE</b>	Accounts Payable Clerical Officer	<b>JOB NUMBER</b>	FS6133
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<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A) Interview (I) Presentation (P) References (R)</b>
<b>Qualifications:</b>		
GCSE Maths and English at grade C or above (or equivalent)	<b>E</b>	<b>A</b>
BTEC Level 3 qualification in Business Administration (or equivalent)	<b>D</b>	<b>A</b>
<b>Experience:</b>		
Similar administrative or clerical experience	<b>E</b>	<b>A,I</b>
Experience of processing high volumes of both paper based and electronic data	<b>E</b>	<b>A,I</b>
Appreciation of the issues facing the HE sector	<b>D</b>	<b>I</b>
<b>Skills and Knowledge:</b>		
Effective administration skills, with the ability to follow routine procedures with minimal supervision	<b>E</b>	<b>A,I</b>
Competent user of the Microsoft Office suite of products, particularly Excel	<b>E</b>	<b>A,I</b>
Strong written and verbal communication skills	<b>E</b>	<b>A,I</b>
Excellent organisational and time management skills	<b>E</b>	<b>A,I</b>
Demonstrable numerical skills	<b>E</b>	<b>A,I</b>
Have an understanding of the Purchase to Pay process	<b>D</b>	<b>A,I</b>
<b>Competencies and Personal Attributes:</b>		
Able to demonstrate use of initiative/self-starter	<b>E</b>	<b>I</b>
Able to build effective internal and external working relationships	<b>E</b>	<b>A,I</b>
Able to effectively adapt to change	<b>E</b>	<b>A,I</b>
A Proactive customer focused approach	<b>E</b>	<b>A,I</b>
Professional and diplomatic at all times and able to maintain confidentiality.	<b>E</b>	<b>A,I</b>
Ability to work accurately and pay attention to detail	<b>E</b>	<b>A,I</b>
<b>Business Requirements</b>		
<i><b>DBS clearance will be required for this post</b></i>		

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.



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<b>Author</b>	IW	<b>HRBA</b>	
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