

Accounts Payable & Utilities Administrator

Scope of Position

The role is responsible for ensuring the efficient and effective administration, control, processing and payment of supplier invoices. Specific responsibilities are detailed below, although the role will involve ad hoc tasks from time to time:

Position within organisation

- Reports to Accounts Payable and Utility Team Manager

Key Responsibilities

- **Service delivery and controls**
 - The role includes timely and effective delivery of (although may vary from time to time):
 - Supplier “set-up” – ensuring undertaken strictly in accordance with our internal process
 - Supplier invoice administration, processing and validation – ensuring undertaken strictly in accordance with our internal process.
 - Supplier payments - ensuring payments are made strictly in accordance with our internal procedures and are within agreed supplier terms as applicable (thereby minimising risk of late/non-payment issues/costs arising)
 - Supplier ledger “hygiene” – includes ensuring all individual supplier “Ledger” accounts are regularly maintained and reconciled with supplier statements; also ensuring all “debit”, “aged”, “queried”, “lost” or similar items are scrutinised and cleared down
 - Integrating supplier balances for “new” sites coming into management (and conversely clearing down supplier balances for “lost” sites)
 - Produce, analyse and distribute weekly/monthly statistics across the business
 - Communication (written and oral) to all parties (internal and external)
 - Assisting with collating tender information for Utility annual and ad-hoc contracts
 - Ensuring adherence with (internal & external) Service Level Agreements, and compliance with all systems and procedures
 - Maintaining the highest professional standards of conduct, and data/processing accuracy at all times
 - To support other members of the team as appropriate to assist in the overall efficient operation of the team
- **Other**
 - Carry out ad hoc projects / tasks as maybe required
 - Ensuring effective working relationships and communication between you, the team and all other Finance teams and other departments (particularly Estates) across the business
 - Ensure that the business reputation and good standing is protected at all times

Person Specification

Essential Skills

- Must have at least 2-year experience within an Accounts Payable team and within an office-based environment
- Personable, with a strength of character to deal with challenging suppliers whilst having a flexible approach to achieve business and/or client needs
- Naturally inquisitive with an ability to interrogate and develop internal systems and processes with continuous improvement techniques
- Client focussed, organised, self-motivated, with ability to use own initiative and work to tight deadlines
- Attention to detail, whilst ability to keep perspective and make informed decisions

- An excellent communicator (oral and written)
- Highly computer literate, including intermediate Microsoft Office skills

Qualifications & Education

- Ideally educated to GCSE (or equivalent) standard, with minimum GCSE grades A-C in English & Maths.
- Ideally possess knowledge of the residential property management sector including related industry legislation and best practice