

JOB DESCRIPTION

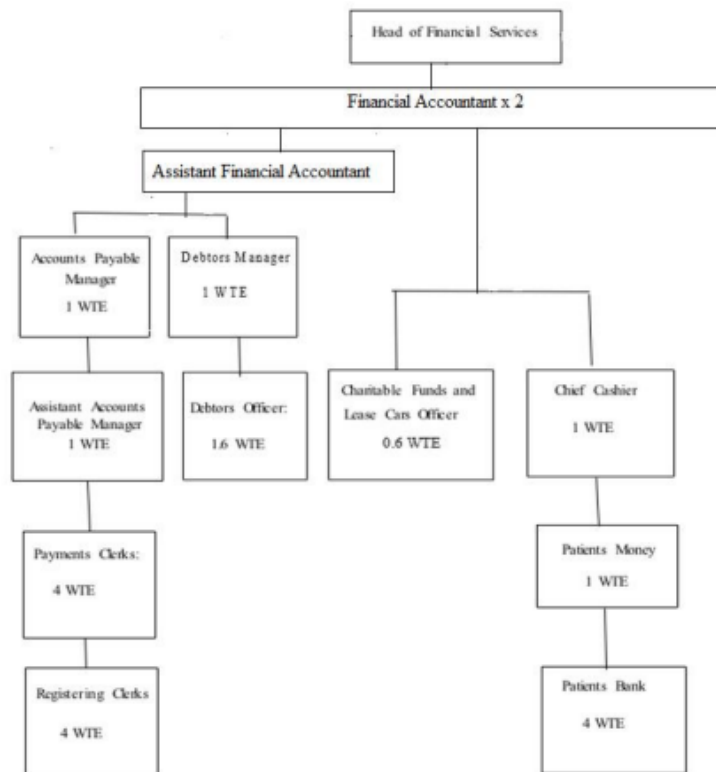
Job evaluation ref number:	
Job Title:	Accounts Payable Processor
Reports to (post title):	Assistant Accounts Payable Manager
Evaluated Banding:	2
Role Purpose:	
<p>To process outstanding invoices in preparation for payment</p> <p>To maintain Supplier accounts on the Purchase ledger</p>	
Role Context:	
<p>To ensure that all payable invoices are recorded, authorised and paid in a timely manner in accordance with the Trust's Standing Financial Instructions and compliance with the Better Payments Practice Code (BPPC)</p>	
Trust Values	
<p>All colleagues are expected to demonstrate at interview and throughout employment that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values:</p> <p style="text-align: center;">Trust Honesty Respect Compassion Teamwork</p>	
Key Accountabilities	Performance Measures
<p>Preparation of invoices for payment within credit terms.</p> <p>Matching of GRN's and invoices from suppliers, checking goods and prices are as quoted on the official order.</p> <p>Reconciliation of Supplier Statements with the Purchase ledger, dealing with any discrepancies.</p> <p>Preparation of interim payments to ensure essential services are paid on time, e.g. salary advances and proformas.</p> <p>Providing necessary information to contribute to preparation of Trust accounts and budgets.</p> <p>Liaise with other departments and suppliers to ensure resolution of various queries.</p> <p>Propose ideas/new ways of working that may improve the processes carried out by the department.</p>	<p>BPPC</p>

Dimensions	
Processing and payment of approximately 85,000 invoices per annum.	
Safeguarding	
All employees are responsible for taking all reasonable measures to ensure that the risks of harm to children and vulnerable adults are minimised. They should take all appropriate actions to address concerns, working to agreed local policies and procedures including the guidance on Safeguarding, in partnership with other relevant agencies. This includes accessing appropriate training, advice, and support.	
Disclosure and Barring Services	
Where this post relates to the types of work, activity, employment, or profession as set out in The Exceptions Order made under the Rehabilitation of Offender Act 1974; the post will be subject to a DBS Disclosure check at the point of recruitment and thereafter, as the Trust determines appropriate. The level of the check will be determined by the type of activities undertaken and the level of contact the post holder will have with children and/or adults in receipt of health services.	
Infection Control	
All employees of Nottinghamshire Healthcare NHS Foundation Trust have an individual responsibility to have knowledge of and employ the basic principles of infection prevention and control practice. All employees must comply with infection prevention and control mandatory training requirements specific to their role.	
Equality and Diversity	
All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation.	
Sustainability and Net Zero – Supporting Our Green Plan	
The Trust places great importance on reducing its carbon footprint and maximising the positive social, economic, and environmental outcomes of Trust actions and activities on its patients and the planet. It is the responsibility of all staff to support the delivery of the Trust's Green Plan and contribute to achieving Net Zero Carbon. This will include using energy and water efficiently, reducing the consumption of materials, reducing waste, and increasing recycling, printing less, reporting faults or heating/cooling concerns promptly and minimising travel.	
Data Quality Statement	
All staff of Nottinghamshire Healthcare NHS Foundation Trust have a responsibility for data quality, improved data quality leads to better decision-making across the Trust. The more high-quality data, the more confidence the organisation has in decisions. Good data decreases risk and can result in consistent improvements in results. Employees within data roles have a responsibility for inputting high quality data (accurate, valid, timely, complete) and for ensuring that high quality data is maintained.	

Communication
<p>Providing and receiving routine information which requires tact or persuasive skills or where there are barriers to understanding when communicating with external supplier and internal non finance staff.</p> <p>Provide, receive and maintain sensitive and confidential financial information.</p> <p>Deal with conflicting demands under time pressure when dealing with requests to make payments.</p>
Knowledge, Training and Experience
<p>NVQ 2/Foundation Level in Finance, or equivalent by experience</p> <p>Basic Excel skills</p> <p>Must be numerate and have an understanding of services within the department</p> <p>Experience in computerized accounting systems.</p> <p>Flexible approach to the duties within the department.</p> <p>Ability to work as part of a team.</p>
Analytical and Judgement Skills
<p>Responsibility to identify registration errors and to ensure any corrective action is taken against the supplier account.</p> <p>Ensuring that the purchase ledger is maintained accurately to ensure the prompt and accurate payment of invoices.</p>
Planning and Organisational Skills
<p>Planning their own workload to ensure that deadlines are met in order to prepare and transmit timely payment runs.</p>
Physical Skills
<p>Requires standard keyboard skills in order to ensure that spreadsheets are produced accurately.</p>
Responsibility for Patient/Client Care
<p>There is no direct contact with patients/clients.</p>
Responsibility for Policy/Service Development
<p>Follows policies and current procedures set by others to ensure that daily tasks are completed.</p>

<p>May propose changes to working practices in order to achieve efficiencies.</p> <p>The duties and responsibilities of the post will be undertaken in accordance with the Policies, procedures and Practices of Nottinghamshire Healthcare NHS Foundation Trust. It is the post holder's responsibility to ensure they keep up to date with these policies and other policy documents.</p>
Responsibility for Financial and Physical Resources
<p>The post holder will be responsible for the checking and verification of supplier accounts within the Purchase Ledger.</p> <p>Ensures the Purchase Ledger balances are up to date and accurate so they can be correctly reflected in the Trust accounts.</p>
Responsibility for HR
<p>Demonstrate own activities to new or less experienced staff.</p>
Responsibility for Information Resources
<p>Ensuring that information required from the Finance System is accurate for example when providing confirmation from supplier accounts.</p>
Responsibility for Research and Development
<p>Undertakes surveys or audits as necessary to own work.</p>
Freedom to Act
<p>The post holder follows standard operating procedures, but someone is always available for reference.</p>
Physical Effort
<p>There is a frequent requirement for sitting in a restricted position for a substantial proportion of working time.</p>
Mental Effort
<p>Frequent concentration, work is usually predictable.</p> <p>Frequent concentration is required when inputting data, checking information when answering queries.</p>
Emotional Effort
<p>Occasional exposure to distressing circumstances when deflating suppliers' expectations.</p> <p>Ensuring tight deadlines are met.</p>
Working Conditions
<p>Frequent exposure to VDU screens.</p>

Organisation Chart



Our promise to you

We will ensure that you are supported and lead in line with our Trust Values: **Trust**, **Honesty**, **Respect**, **Compassion** & **Teamwork**



Nottinghamshire Healthcare NHS Foundation Trust actively works to fulfil the seven elements of the NHS People Promise.

We will adhere to the promise and support all our colleagues, assuring that we are continuously striving to listen to colleagues, adapting accordingly and striving always to be the best place to work.



Signatures

After reviewing the document, please sign to confirm agreement

Post holder:

Date:

Line Manager:

Date:

EMPLOYEE SPECIFICATION FOR THE POST OF

Attribute	Essential	Weight	Desirable	Weight	How Identified
Values and Behaviours	<ul style="list-style-type: none"> All colleagues are expected to demonstrate that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values: Trust Honesty Respect Compassion Teamwork All colleagues are expected to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion (EDI) and how it applies to their role. The Trust's expectations are highlighted within our EDI Policy, and associated EDI and Human Rights legislation 				Application & Interview Application & Interview
Physical Requirements	Frequent use of VDU equipment				
Qualifications - Academic / Craft / Professional	IT literate NVQ 2 or equivalent through experience	4	AAT qualification	2	Application Form & Interview
Training			Current knowledge of VAT	4	Interview

Attribute	Essential	Weight	Desirable	Weight	How Identified
Experience	Current and significant relevant work experience within an Accounts Payable environment Computerised financial ledger experience and understanding Working knowledge of the processes required to release payments to suppliers.	8	NHS VAT knowledge	6	Application Form & Interview
Knowledge	Must have a good understanding of the Finance process in terms of invoice approval and authorisation.	6	Good understanding of how Finance operates	5	Interview
Skills	Ability to interpret information provided within a Finance System in order to assist agreement of statements.	6			
Contractual Requirements	Office based minimum of three days per week.				Interview

PLEASE NOTE THAT ALL CRITERIA WILL BE SUBJECT TO REASONABLE ADJUSTMENTS WHERE THE APPLICANT HAS DECLARED A DISABILITY AS DESCRIBED IN THE EQUALITY ACT