

Job Description

Accounts Payable Manager

Job Details

Job title	Accounts Payable Manager
Job purpose	+ Assist in financial reporting and analysis to support effective decision making by Management. Responsibility for managing & processing transactions relating to payments for UKAS having regard to the needs for the business including, cash flow management and the safeguarding of business assets. Line Management responsibility for the Accounts payable team to include Finance assistants.
Job location	Office based (with hybrid working option)
Reports to	Head of Finance
Qualifications	+ Degree Educated or AAT, ACCA or CIMA – Part Qualified/Qualified
Essential criteria	+ Strong communication skills, both written and oral + Ability to establish and maintain good customer relationships both internally and externally at all levels + Ability to reconcile accounts and have excellent attention to detail + Ability to hold information in the strictest confidence + Ability to solve queries + Competence in Microsoft office including excel + Excellent organisational skills + Studying towards a recognised Accounting Qualification (desirable)

Dimensions

Line management (if applicable)	Yes ☒ No ☐	Budget holder	Yes ☐ No ☒
--	--	----------------------	--

Job Purpose

Core responsibilities to include:	Daily Tasks + Responsibility for the prompt administration of the Company cars ensuring adherence to the company car policy and escalating issues appropriately where required. + Employee expenses to be reviewed and processed through Concur ensuring accordance with the Travel & Expenses policy resulting in prompt weekly payment. + Assisting the reporting team with any balance sheet reconciliation queries and general journals where required. + Responsibility for the Finance Helpdesk ensuring all supplier invoices are processed and paid on time in accordance with the contracted assessor handbook and all queries responded to within a 2 day SLA + Set up of New Supplier accounts ensuring the correct process followed Weekly Tasks + Ensure Weekly payment runs for employee expenses and Suppliers are accurate and timely Monthly Tasks + Process Assessor P payroll ensuring all invoices processed in a timely manner and is reconciled to control account + Director credit cards to be reconciled monthly and paid accurately ensuring no late payment charges. + Debtor control account reconciliation + Creditor control account reconciliation + Reconcile unidentified receipts ensuring the balance is kept to a minimum. + Bank reconciliation Summary to be agreed to the Trial Balance. + Stripe payment platform to be reviewed and reconciled Yearly Tasks + Assist with the Year End Statutory audit as required. + Timely and accurate P11D's to be submitted to HMRC and workers Projects + Supporting the finance team with new projects to include UAT testing, training and ongoing support ensuring appropriate escalation where required. Other Responsibilities + Line Management for the Accounts payable administrators and Finance Assistants + Maintenance of accurate and up to date internal records to ensure efficient retrieval of information + Coordination with other members of staff to ensure continuous cover and therefore consistency of operations at all times + To process any additional tasks, as agreed with your Line Manager, in an efficient and timely manner and in line with internal processes
---	--

	+ Adopt the UKAS values, acting with "PRIDE" which stands for professionalism, Responsibility and respect, Initiative, Delivery and excellence in everything we do. Decision Making + Prioritise own and team work load, escalate appropriately, identify financial and process efficiencies, develop analysis and make recommendations that can support effective decision making and working practices.
Line Management responsibilities (if applicable)	+ Manage the recruitment of your team alongside the Head of Finance in line with the company policy on recruitment. + Manage the performance of your team in with the company policy on performance, absence and disciplinary. + Identify, prioritise and determine work content and achievable targets for your team/team members.

Signature of job holder:		Date:	
---------------------------------	--	--------------	--