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## Job Profile

**Job Title: Accounts Payable Manager**

**Responsible for: 2 x Finance Assistants**

**Reporting to: Chief Financial Accountant**

**Management Responsibility: Within the Company's operational area**

### Job Purpose

Taking ownership and responsibility for the accounts payable function ensuring appropriate purchase 2 pay procedures are followed for all of PCH and its subsidiaries.

To provide an efficient and effective Accounts Payable service for Plymouth Community Homes and its subsidiaries including the prompt processing of all supplier invoices, ensuring all supplier payments are approved and paid under PCH Financial Regulations.

To perform accurate and timely reconciliations of accounts payable control accounts in the financial ledgers of Plymouth Community Homes and its subsidiaries' ensuring assets and liabilities are recognised in accordance with the law, Accounting Standards, Standing Orders and Financial Regulations.

### Main Duties and Responsibilities

#### Financial and Operational

- To ensure that supplier queries are dealt with promptly.
- To enable the maximum permissible reclaim of VAT by ensuring VAT is correctly coded and by interrogating the AP and General Ledger Systems. To ensure that set up and changes to supplier details are valid and properly authorised, while providing effective line management in line with PCH policies and procedures.
- To act as the principal point of contact for external and internal audit reviews of the Accounts Payable areas.

- Provide effective line management and support to the Accounts Payable Team ensuring PCH's Employee policies and procedures are followed.
- Takes ownership and responsibility of the accounts payable team including and not limited to ensuring the appropriate authorisation of orders, Onecard, petty cash, sundry payments and invoices so that timely payments and disbursements are made through agreed systems and processes.
- Oversee month end procedures of Accounts Payable.
- Ensure the completion of the Month End Control Checklist within Accounts Payable and ensuring others are completed by relevant staff. Ensure that the checklist is reviewed and signed off by the Financial Controller each month.
- Taking a lead role to ensure appropriate governance, control measures are in place and complied with in relation to P2P activities, posting and monitoring of Standing Orders, Direct Debits and other bank transactions
- Ensure that BACS and cheque payments are prepared for approval and disbursement through agreed systems and processes.
- Check & process monthly staff payroll payments, ensuring payments are made to Pensions, HMRC & Unions by set payment dates.
- Ensure all invoices claimed under the VAT Shelter meet the set criteria and that monthly payments are made to Plymouth City Council in accordance with agreement.
- Support the submission of the HMRC claim forms for the Company and the subsidiaries. This includes CIS.
- Support the Accounts Payable Function and the wider Finance team with resolving more complex queries.
- Support the Accounts Payable team with internal audit, external audit, and internal control queries.
- Oversee the Internal & External audit for accounts payable, including statutory accounts. Resolve audit queries promptly by taking initiative and ownership.
- Ensure provision of Onecard or (equivalent card payment system) for the Company is managed and reconciled.
- Support the procurement function in administering the approved suppliers list and ensuring appropriate controls are in place for changes to suppliers' details.
- Ensure that telephone enquiries from suppliers and correspondence in response to enquiries are provided in accordance with agreed procedures.
- Lead Monthly meetings with the Financial Controller to review and provide clarity on the Trade Payables position & statement reconciliation variances.

- Covering the Financial Accountant to include the key tasks:
  - bank reconciliation
  - updating PCH and all its entities cash book
  - cash reporting
  - monitoring of standing orders, direct debits and other bank transactions
  - relevant cash book and general ledger journals.

### **General**

- Work in cooperation with other departments who can provide information, assistance, and support.
- To liaise closely with both internal staff and outside agencies to encourage full communication and to ensure that all information is shared within and between departments as appropriate and in line with the Data Protection Act and other legislation.
- Actively participate and contribute to develop and improve services, deliver projects and initiatives to improve PCH Financial Management and the achievement of PCH objectives.
- Ensure accurate and up to date maintenance of all filing records relating to the duties of this post and the reporting staff.
- Supervise and train other team members in processes and procedures as required.
- Investigate and respond to queries from budget managers, tenants and other stakeholders, and to provide satisfactory responses in writing/by telephone.
- Assist with the development of policies in relation to Accounts Payable.
- Attend meetings and participate in working groups as required.
- Creation of standards and benchmarks to monitor support and improve performance reporting and reviews, underpinning support and challenge for team members and Specialists colleagues across the Finance department
- To provide cover for the Financial Accountant on cash management and banking.
- To provide cover and undertake tasks as required for other members of the team when necessary.

No job description can be entirely comprehensive and the job holder will be expected to carry out such duties as may be required from time to time consistent with the status and responsibilities of the role within the organisation.

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**Plymouth Community Homes**  
**PERSON SPECIFICATION**  
**(Accounts Payable Manager)**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<p>Significant experience and working knowledge of:</p> <ul style="list-style-type: none"><li>- accounts payable in a high transaction volume function</li><li>- demonstrable experience in using computerised systems e.g. electronic purchase order/GRN/invoice matching systems</li><li>- liaison with external &amp; internal auditors, co-ordination of audits and investigating &amp; resolving auditor queries</li><li>- online banking</li><li>- financial month end &amp; year end accounting processes and procedures, including preparing &amp; checking month end AP control account reconciliations.</li></ul>	<p>Experience of managing, developing and coaching staff and delegating work.</p> <p>Experiencing of developing effective and efficient teams.</p> <p>Experience of the year end audit process.</p>
<b>Knowledge</b>	<p>Significant demonstrable Experience of Accounts Payable, keeping a cashbook and carrying out bank reconciliations.</p> <p>Demonstrable Advanced Excel skills, including developing complex spreadsheets (VLookup, data sort, pivot tables)</p> <p>Awareness/understanding of the principles of VAT</p> <p>Sound awareness of double entry bookkeeping.</p> <p>Understanding and commitment to the principles of Equality and Diversity and insuring an inclusive environment</p>	<p>Knowledge of Open Accounts software</p> <p>Knowledge of Housing Association finance advantageous.</p> <p>Understanding of the basis of asset and liability recognition within statutory accounts.</p> <p>Awareness of CIS scheme</p>

<b>Skills / Abilities</b>	<p>Ability to analyse data and information from multiple sources.</p> <p>Drive and ability to achieve personal and team goals and deadlines.</p> <p>Good organisational skills.</p> <p>Good level of IT skills including Internet, E-mail, Word processing and spreadsheets.</p> <p>Flexible approach to all aspects of service delivery.</p> <p>Ability to work flexibly as part of a team and support and motivate colleagues with a focus on a friendly open team climate.</p> <p>Good written and verbal communication skills.</p> <p>Ability to take initiative by investigating and resolving issues from a range of different sources including auditors, external suppliers and internal stakeholders.</p> <p>Ability to work within corporate policies and an awareness of equal opportunities issues.</p>	
<b>Qualifications</b>	<p>A minimum of 3 GCSE'S (or equivalent) Grades C/4 or above including Mathematics and English or equivalent level of experience.</p> <p>Double Entry Bookkeeping – Or Significant Experience</p>	<p>Fully AAT Qualified or Part Qualified CCAB or Equivalent Management qualification</p>
<b>Physical Requirements</b>	<p>None</p>	

**Note:** PCH is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable to enable disabled people to fulfil the criteria for, and undertake the duties, of its jobs.

## **GENERAL RESPONSIBILITIES**

### **1. Confidentiality**

The post holder must maintain confidentiality of information about staff and residents and Plymouth Community Homes (hereinafter referred to as PCH) business and be aware of current Data Protection legislation

### **2. Standards of Business Conduct**

PCH expect all employees to maintain the highest standards of personal and business conduct at all times. The handbook sets out the PCH expectations under sections: Code of Conduct and Declaration of Interests, copies are available from the Human Resources Department at Plumer House.

### **3. Health & Safety**

The post holder should be aware of the responsibility placed on employees under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment.

### **4. Equality & Diversity**

PCH is opposed to direct and indirect discrimination and aims to promote equal opportunities. Any employee of PCH is required to treat all colleagues, customers, stakeholders and partners equally, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

All employees must abide by these principles and comply with PCH policies and strategies in support of these principles which may be issued from time to time by PCH.

### **5. Training and Development**

To attend appropriate training courses and supervision meetings as required.

### **6. Communication**

To attend staff and team meetings.

### **7. Risk Management**

Consider and follow the PCH Risk Management processes when participating in service planning and delivery.

## **PURPOSE OF A JOB DESCRIPTION**

This is a description of the job as it is presently constituted. Job descriptions are reviewed and updated when considered necessary to reflect any changes to the job being done and to incorporate changes. Employees will be consulted on any changes in their job description in a meeting with their line manager. If agreement is not possible PCH reserves the right to insist on changes by adding to, taking away or substituting duties; provided that in doing so we do not change the fundamental nature of the post.