

# Job Description and Person Specification

Role: Accounts Payable Manager



# Job Description

<b>Job Title</b>	Accounts Payable Manager
<b>Grade</b>	6
<b>Service</b>	Accounts Payable (Procurement Services)
<b>Reports to</b>	Deputy Head of Procurement
<b>Location</b>	Friargate
<b>Job Evaluation Code</b>	



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



# About the Service your team will provide

## Purpose of the role

To supervise staff and ensure the effective completion of all Accounts Payable work within procedural and audit guidelines, ensuring the provision of a quality service to the public, and both external and internal customers. Manage the collection of external income for Procurement Services, ensuring appropriate controls are in place and regularly reviewed – monitoring income against targets set. Lead the Account Payable service in the implementation of a fully electronic payments and early payments system.

## Main Duties & Key Accountabilities

### Core Knowledge

- Responsible for managing the Accounts Payable Team, ensuring timely transactions of all external payments (£600m+ to Contractors, Carers, charities etc.).
- Responsible for liaising with the Procurement Systems & Contracts Manager to plan staffing cover required for expected and unexpected variances in workloads.
- Ensure the integrity of the Accounts Payable system is maintained in accordance with approved timescales, procedures and audit guidelines, maintaining adequate separation of duties.
- Implement and automate systems to continually drive the efficiency of the Accounts Payable Service
- Liaise with both Internal and external Auditors to ensure probity of service and contribute to the delivery of the end of year accounting process.
- Ensure all payment runs are processed and reconciled in accordance with prevailing schedules, system procedures and requirements.
- Ensure all invoices, and other appropriate items received are processed and reconciled in accordance with prevailing schedules, system procedures and requirements.
- Prepare invoice payment performance statistics for reporting not available at the moment.
- Manage foreign currency transactions
- Manage with the allocation of work to the Accounts Payable Officers, balancing individual workloads to ensure that all activities are maintained in accordance with performance and service standards and deadlines specified. Responsible for reporting any variances promptly to the Procurement Systems & Contracts Manager.
- Monitor the final output of documentation for errors, at appropriate intervals, before dispatch to the public or internal customers.
- Monitor existing transaction standards and identify improvements to clerical and administrative procedures to improve the efficiency of the service and/or maximise cash flow.
- Support the work of the Procurement Systems and Contracts Manager, providing cover for the role in times of the post-holder's absence.

- Responsible for the collection of income from contract rebates, including the preparation of annual forecasts and monitoring income received
- Provide a frontline service to the public and internal customers in handling enquiries by telephone, face-to-face or by correspondence. Providing guidance and advice where necessary
- Provide advice and guidance to current and potential internal customers on the services provided, face-to-face, by telephone, in writing and at Corporate User Groups.
- Provide advice and guidance to Accounts Payable Officers and deal personally with the more complex queries and difficult cases.
- Support the training of and provide guidance for new and existing members of the section.
- Responsible for the updating of Resourcelink for the Division where appropriate
- Assist in preparing reports and statistics for Senior Officers and Cabinet Member reports.
- Provide statistical financial work in hand analysis for management to assist in prioritising work and refining performance standards and targets.
- Assist the Procurement Systems and Contracts Manager to ensure the effective completion of all daily tasks necessary to achieve the purpose of the service and in particular with: -
- Development and implementation of new systems and procedures.
- Enhancements to the existing systems.
- Recommending process improvements and system changes to improve effectiveness of the service.
- Be responsible for co-ordinating, organising and prioritising own work to ensure all duties are carried out satisfactorily.
- Ensure the Council's customer care policies are applied to all aspects of the teams' work.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Key external stakeholders will include, but are not limited to: Suppliers Other Local Authorities Other Government Departments	<b>Internal</b> Key internal stakeholders will include, but are not limited to: Finance Legal Services Audit ICT
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

<b>Staff managed by postholder:</b> 1x Deputy Accounts Payable Manager 5 x Accounts Payable Officer
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## Person specification

Job Evaluation Code	
<b>Knowledge</b>	
Knowledge of Accounts Payable systems and processes	
Good understanding of Data Protection and Customer Services	
Office procedures that support the service delivery	
Knowledge of internal customers' requirements in accordance with agreed service levels	
<b>Skills and Abilities</b>	
Ability to analyse and interpret financial information	
Effective verbal and written communication skills, to include telephone, written and face to face	
Excellent keyboard skills to maintain and use computerised systems	
High level of personal organisation skills to prioritise workloads to ensure deadlines are met and an efficient service is provided and maintained	
Able to work on own initiative with limited supervision	
Ability to undertake work accurately	
Ability to identify and creatively resolve problems including implementing solutions	
Ability to work effectively as part of a team	
To Identify improvements and/or developments to administrative and computerised procedures, and where appropriate implement the solutions	
Establish good working relationships across the Council and with outside bodies and the public	
<b>Experience</b>	
Experience of managing a medium team of staff.	
Experience of managing individual & team performance including the development and monitoring of performance targets.	
Experience of working at a management level within in an Accounts Payable environment.	

Using computerised Accounts Payable financial systems
Experience of working as part of a team in a busy environment
Experience of dealing with internal and external enquiries, by phone, email and in writing
Experience of IT systems
<b>Qualifications</b>
N/A
<b>Special Requirements</b>
N/A

<b>Date Created</b>	March 2022	<b>Date Reviewed</b>	June 2024
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