

# Job Description and Person Specification

Role: Deputy Accounts Payable Manager



# Job Description

<b>Job Title</b>	Deputy Accounts Payable Manager
<b>Grade</b>	5
<b>Service</b>	Accounts Payable (Procurement Services)
<b>Reports to</b>	Accounts Payable Manager
<b>Location</b>	Friargate
<b>Job Evaluation Code</b>	A5807



# 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 ensure the effective completion of Accounts Payable work within procedural and audit guidelines and the provision of a quality service to the public, external and internal customers. Deputising for the AP Manager in all relevant activities.

## Main Duties & Key Accountabilities

### Core Knowledge

- Ensure the integrity of the Accounts Payable system is maintained in accordance with approved timescales, procedures and audit guidelines, maintaining adequate separation of duties.
- Deputising for the AP Manager in periods of absence or peak times including; return to work meetings, 1-1-s and representing AP in meetings.
- Ensure all payment runs are processed and reconciled in accordance with prevailing schedules, system procedures and requirements.
- Ensure all invoices, transactions imported from line of business systems and other appropriate items received are processed and reconciled in accordance with prevailing schedules, system procedures and requirements.
- Assisting Internal and External Audit with reporting requirements
- Actioning, Early Payment processes to enable maximum acceleration of invoices for on-boarded suppliers
- Assist Accounts Payable Manager with the preparation of invoice payment performance statistics for reporting.
- Process foreign currency payment transactions, ensuring appropriate authorisation has been given.
- Assist 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 Accounts Payable Manager.
- Sorting incoming electronic mail including invoices, credit notes, statements and queries. Screening invoices for VAT registration numbers, VAT treatment and Purchase Order numbers in line with the Councils No PO No Pay Policy.
- Action un-approved invoices report as required.
- Checking new supplier set-ups on Business World to enable Council payments to be processed; checks include but are not limited to bank account evidence, existing suppliers, IR35, VAT registration, Company registration, CIS, potential fraud and suppliers who have signed up for early payment. Following Audit and Accounts Payable guidelines to combat fraud and maintain confidentiality.
- Checking for accuracy and approving supplier records that have been set up or amended.
- Actively promoting and advising internal and external customers on benefits of the Council's Early Payment Programme.
- Monitor invoices and resolve queries relating to the Council's Early Payment Programme.
- Promoting the benefits of E-invoicing to internal and external customers.

- Efficiently and effectively action queries from internal and external customers in person, on the telephone, on-line meetings or by correspondence, providing advice and guidance on best practice.
- Run ad-hoc reports from Business World as required.
- Review outstanding credit note report as required.
- Promote prompt payment principles across the organisation and assist with payment performance reporting.
- Monitor the final output of work processed 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.
- Provide a frontline service to the public and internal customers in handling enquiries by telephone, face-to-face or by correspondence; giving guidance and advice where necessary.
- Maintain a high-level quality service to the public in line with the policies and procedures of the City Council and initiate the Directorate complaints procedures when necessary.
- Support the training of and provide guidance for new and existing members of the section.
- Assist in preparing reports and statistics for Senior Officers and Cabinet Member reports.
- Assist the Accounts Payable Supervisor 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.
  - Create and maintain Accounts Payable section's process notes and guidance.
  - Creation and maintenance of the Accounts Payable Intranet page.
  - Induction and training of new employees
- Be responsible for co-ordinating, organising and prioritising own work to ensure all duties are carried out satisfactorily.
- Ensure the Council's customer care and data protection policies are applied to all aspects of the teams' work.
- The post holder will be responsible and accountable for carrying out the duties and responsibilities of the post with due regard to the City Council's Equal Opportunities, Data Protection, EDI, Policies.
- 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> N/A
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## Person specification

<b>Job Evaluation Code</b>	A5807
<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>	
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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