

Job Description and Person Specification

Deputy Accounts Payable Manager

Job Details	
Grade	5
Service	Accounts Payable
Location	Friargate
Job Evaluation Code	A5807

Coventry City Council Values
<p>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:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>To ensure the effective completion of Accounts Payable work within procedural and audit guidelines. Ensure the provision of a quality service to the public, external and internal customers. Deputising for the AP Manager in all relevant activities.</p>

Main Duties & Key Accountabilities
Ensuring the integrity of the AP system is maintained and all payment runs and invoices are processed and reconciled in accordance with approved timescales, procedures and audit guidelines whilst maintaining adequate separation of duties.
Deputising for the AP Manager in periods of absence or peak times including; allocating work, return to work meetings, inductions, training, 1-1s and representing AP in meetings.
Ensuring all electronic mail, invoices and transactions imported from line of business systems and other appropriate items received are screened, processed and reconciled in accordance with prevailing schedules, system procedures and requirements.
Assisting Internal and External Audit with reporting requirements
Promoting the Early Payment Programme with suppliers and colleagues whilst prioritising Early Payment invoices and queries to enable maximum acceleration of payments for on-boarded suppliers.
Assisting the Accounts Payable Manager with the preparation of reports for publication, management information, performance and income.
Processing foreign currency payment transactions and CHAPS payments, ensuring appropriate authorisation has been given.
Promoting and implementing Council's No PO:No Pay policy and prompt payment principles across the organisation.
Checking and approving new supplier set-ups and maintaining the supplier database on Business World to enable Council payments to be processed in a timely and accurate manner.
Actioning queries from internal and external customers efficiently and effectively, providing advice and guidance on best practice and initiate the directorate complaints procedures when necessary.
Developing and enhancing new and existing systems and processes to improve the efficiency of the service and/or maximise income generation.
Creating and maintaining the Accounts Payable section's process notes and guidance for the AP team, colleagues and suppliers.
Any other duties and responsibilities within the range of the salary grade.
Key Relationships

External:	Suppliers Other Local Authorities Other Government Departments Forums	Internal:	Finance Legal Services Audit Digital Services
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Standard Information
<p>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.</p> <p>Training The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for
N/A

Person Specification	
Requirements	
Knowledge	Knowledge of Accounts Payable systems and processes
Knowledge	Possessing a good understanding of Data Protection and Customer Services
Knowledge	Office procedures that support the service delivery
Skills And Ability	Ability to analyse and interpret financial information
Skills And Ability	Possessing effective verbal and written communication skills
Skills And Ability	Prioritising workloads to ensure deadlines are met and efficient service provided
Skills And Ability	Able to work accurately and on own initiative with limited supervision
Skills And Ability	Identify & creatively resolve problems including implementing solutions
Skills And Ability	Identifying/implementing improvements/developments to processes & systems

Skills And Ability	Establishing and maintaining good working relationships with internal and external stakeholders of varying levels.
Experience	Using computerised Accounts Payable financial systems and other ICT systems
Experience	Experience of working as part of a team in a busy environment
Experience	Experience of dealing with internal and external enquiries through various methods of communication
Qualification	N/A
Special Requirements	N/A

Declaration			
Reviewed/Created By:	Rob Amor		
Job Title:	Deputy Head of Procurement	Date:	28.04.2025