##### Role title: Payables Clerk

##### Reports to: Accountant

##### Job purpose: To process payment transactions, including accounts payable, bank transfers, standing orders, direct debits, employee expense claims to allow BACP to meet its financial obligations whilst maintaining a high level of internal control and delivering a high-quality service to all BACP departments

**Dimensions:**

Financial:

Staff:

Other: BACP staff, suppliers, expense claimants, customers

##### Principal accountabilities:

1. To process the purchase ledger for BACP ensuring invoices and expenses claims have the relevant authorisation in accordance with the Associations financial scheme of delegated authority.
2. To ensure timely payments to suppliers and expense claimants, retaining the good credit reputation of the organisation and positive relationships with suppliers.
3. Downloading bank transactions from Lloyds, uploading into Navision, and the posting of all direct debit\Standing order\Bank transfer payments into the accounting ledgers
4. To reconcile supplier statements with the purchase ledger to ensure all invoices have been captured.
5. Day to day management of non-credit card ExpenseIn, downloading employee expense claims, and posting into the accounting ledgers
6. To process rail bookings for BACP colleagues, allowing them to travel as necessary for their roles.
7. To assist the Assistant Accountant as required

**BACP Principal accountability**

* To be a BACP ambassador by upholding and demonstrating our values at every opportunity, through verbal, written and face to face communication.

##### Context:

Operating environment: Requires an overall awareness of the nature of BACP expenditure.

Framework & boundaries: BACP policies and procedures. Department process and systems

Organisation: see organisation chart

##### Relationships:

Direct reports: n/a

Manager: Daily contact, monthly 1-2-1’s and regular team meetings

Other contacts: BACP departments, suppliers, expense claimants.

##### Knowledge & experience:

Education: 5 GCSE, including Maths and English or equivalent

Experience: Minimum 5 years’ experience of purchase ledger.

Good all rounding understanding of the workings of a finance function.

Competent using excel spreadsheets and finance systems, particularly Business Central.

Competencies: Comfortable working in a paperless office environment. Excellent inter-personal skills with an ability to communicate at all levels, including effective and clear verbal and written communication.

A good team player with excellent planning and organisational skills, demonstrating an ability to work on own initiative, to organise and prioritise own workload whilst adhering to tight deadlines whilst ensuring a high level of accuracy.

Have a flexible approach to work with an ability to handle multiple projects.

##### Job challenge: Ensuring compliance to BACP policies and procedures to allow for the timely processing of transactions.

##### Additional information