



ROLE PROFILE

Job Title: Accounts Payable Assistant	Role Reports to: Accounts Payable Team Leader	Business Function: Finance	Grade: H
---	---	--------------------------------------	--------------------

Job Purpose: Assist with the delivery of Purchase Ledger processing for Your Housing Group and managed companies in line with Group policies, procedures and timescales.	Key Competencies: <ul style="list-style-type: none">• Flexibility & Resilience• Meeting Customer Needs• Interpersonal Understanding• Results Focus• Future Focus• Problem Solving and Decision Making• Personal learning and growth• Building Relationships
--	---

Key Responsibilities:

1. Assist in the efficient and accurate recording of all correctly presented invoices on behalf of the Group and select managed companies.
2. Maintain records for use in performance indicators, measuring service quality.
3. Make effective use of E-payables and Documotive applications.
4. Ensure that supplier statement reconciliations are completed within required timescales and standards.
5. Assist in the preparation of external audit information in respect of income and expenditure and assets and liabilities in the Group's audited financial statements, providing information to auditors.
6. Ensure payment runs are prepared and processed for the Group and managed companies on time and in line with Group procedures.
7. Respond to enquiries from suppliers, internal and external customers, resolving queries and maintaining relationships with the Group's suppliers.
8. Identify, investigate and resolve unpaid balances outside of payment terms.
9. Build strong and supportive relationships with colleagues to ensure the services provided meet identified requirements.
10. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> Knowledge of spreadsheets and computerised ledgers. 	<ul style="list-style-type: none"> Knowledge of the social housing sector Understanding of standard period end routines.
Skills	<ul style="list-style-type: none"> Ability to communicate effectively, both verbally and in writing Strong Microsoft Excel modelling skills Successful relationship-building skills Ability to work independently and as part of a team Ability to prioritise and organise workloads to meet deadlines Self motivation with the ability to work on own initiative 	
Experience	<ul style="list-style-type: none"> Experience of working in a finance department 	
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths (or equivalent) 	<ul style="list-style-type: none"> AAT (Association of Accounting Technicians) Level 2 or above



People Management Responsibility	No people management responsibility
Budgetary Responsibility	No budgetary responsibility
Key Relationships (internal/external)	Finance, Treasury, Efinance users across the Group (incl fix360) and external suppliers
Safeguarding of Children Young people and Vulnerable Adults Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.	

Key Role Performance Indicators
<ol style="list-style-type: none">1. All supplier invoices received to be processed within 48 hours.2. Invoices paid on time - average to remain above 80%.3. Monthly supplier statement reconciliations to be completed, with root cause analysis undertaken on all reconciling items. Supplier statements to include, but not limited to the top 20 suppliers.4. All payment run prepared for approval and paid on time each week (including sundry payments and rent refunds).

Date Role Profile Created/Updated:	July 2019
---	------------------