



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Accounts Payable Associate, Financial Services



Salary: Grade 4 (£19,202- £22,017 p.a.)

Reference: CSFIN1061

We will consider flexible working arrangements

Accounts Payable Associate Financial Services

**Do you have what it takes to work in a busy financial environment?
Do you have excellent numeracy skills and good attention to detail?**

The post is based within the Accounts Payable Team which is responsible for the processing of invoices for the University, providing financial administration in order to ensure effective, efficient and accurate financial and administrative operations. This includes the processing and monitoring in excess of 10,000 documents per month. Providing these services in an effective and efficient manner will ensure that municipal finances are accurate and up to date, and that our suppliers are paid in a timely and appropriate manner within established time limits.

You will have experience of Accounts Payable and using PC based systems, including Word, Excel and VLOOKUP. Working as part of a team, you will be able to work using your own initiative when required, and have good interpersonal and communication skills, and the ability to complete a job to a high standard and to deadlines. Knowledge of SAP would be an advantage, although training will be provided.

What does the role entail?

As an Accounts Payable Associate your main duties will include:

- Receiving, processing and verifying a large volume of Purchase to Pay invoices
- Statement and account reconciliations;
- Generating and analysing financial reports, linked to Key Financial Indicators, including month end reporting;
- Running payment runs and producing reports for the UK, Overseas and Student Banner payment runs;
- Scheduling and preparing additional payment run checks;
- Liaising with suppliers and responding to queries in line with the University of Leeds Purchasing and Financial procedures;
- Liaising with the Purchasing Teams to build good relationships and efficient process;
- The management and administration of invoice scanning;
- Liaising with faculties to ensure all financial procedures are followed;



- Ensuring internal queries are dealt with in a professional and timely manner.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As an Accounts Payable Associate you will have:

- 2 years Accounts Payable experience including excellent numeracy and literacy skills;
- Ability to demonstrate attention to detail and to complete a job to a high standard maintaining accuracy;
- Effective time management and organisational skills to prioritise tasks when under pressure to meet tight deadlines;
- Experience of using Microsoft packages such as word, Excel, VLOOKUP and Outlook;
- Excellent interpersonal skills with the ability to work as part of a team, and on your own initiative;
- Excellent verbal and written communication skills including handling telephone queries and dealing with email enquiries professionally;
- Ability to adhere to all standard processes;
- Ability to know when to advise the supplier to liaise with the Purchasing query teams. Invoices that are not cleared for payment are dealt with by Purchasing;
- A willingness to assist in the training of new and existing staff;
- Ability to handle sensitive information and maintain confidentiality.

You may also have:

- Experience of SAP;
- An awareness of GDPR.

How to apply

You can apply for this role online; more guidance can be found on our How to Apply information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.



Contact information

To explore the post further or for any queries you may have, please contact:

Mark Endersby, Accounts Payable Supervisor

Tel: +44 (0)113 343 6327

Email: m.endersby@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it's like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

