Job Description

Title	***Department:***	***Post Ref***
Accounts Payable Clerk	**Environment & Resources**	**Version 7** **08/10/2013**

Nottinghamshire County Council

Job Purpose

To facilitate payment of invoices to Vendors and Service Users on behalf of Nottinghamshire County Council, handle enquiries from both internal and external customers/vendors relating to Accounts Payable (AP) activities and Vendor Maintenance tasks, the specific responsibilities will be determined by the team they work in.

Key Responsibilities

1. Check, Inspect (validate), electronic images of invoices/credit notes ensuring information/values uploaded into BMS from the document is accurate, the correct vendor has been selected and complies with financial and HMRC regulations, ensuring VAT and Construction Industry Tax are correct.
2. Return invoice to vendor where no order number or contact name has been quoted on the invoice to identify relevant NCC department.
3. Investigate and process exceptions in AP inbox; identify issue, communicate using standard comments via BMS to relevant requestor/team to resolve various issues preventing payment.
4. Map invoices to purchase orders in a Procure to Pay (P2P) environment by checking each line on the invoice matches the order, identifying the issues preventing posting, contact relevant officer and advise how to resolve problem. Reverse/cancel invoices mapped to incorrect order/line.
5. Upload into BMS Excel/CSV files, check details contact business users regarding any errors found.
6. Clarify and resolve queries both internal and external customers/vendors relating to unpaid invoices in workflow, investigate why invoice is unpaid, contact relevant officer clarify issue and advise correct process to allow payment.

Key Accountabilities

1. For the accuracy and quality of work undertaken
2. To ensure the correct processes are being followed and to alert the appropriate manager to ensure compliance
3. Work efficiently and effectively to support operational services
4. Project a professional attitude at all times when dealing with customers and colleagues
5. Clarify and resolve queries to customers both internal and external relating to unpaid invoices in workflow

7. Deal with vendor statements, liaise with business users to resolve issues. 8. Provide advice and guidance to customers, business users on Accounts Payable business processes. 9. Identify values relating to Construction Industry Tax (CIS), and post for payment in BMS, answer queries from vendors regarding deductions. 10. Upload invoices into BMS from email or paper document 11. Upload files of scanned invoices. 12. Check invoices on vendor audit report, post for payment or alert appropriate officer if any discrepancies found. 13. Park invoices and post parked invoices 14. Create and amend information on the Vendor Master Data file in accordance with the current procedures. Protection from defraud of the authority's funds must be considered in all aspects of the Vendor Master Data. 15. Ensure awareness of new information of scams by logging on to Action Fraud Line on a regular basis, sharing news with management and colleagues. 16. Apply payment/order blocks to vendors as instructed by department or management, adding information to diary. 17. Confirm changes on BMS to vendor data amended by another master data clerk, ensuring bank details entered match information on a company letter headed document to avoid loss to the authority. 18. Enter One Time Vendor, Consolidated bills, urgent manual invoices and recurring payments onto BMS.	
The post holder will perform any duty or task that is appropriate for the role described	

Person Specification	

Education and Knowledge
 	
1. English GCSE to grade C or equivalent.
2. Maths GCSE to grade C or equivalent.
3. Basic knowledge of:
    a. Financial Regulations including VAT,
    b. Data Protection Act
    c. Construction Industry Tax, (CIS)
    d. Banking Procedures
4. Good customer service skills
5. Understanding of basic accounting terminology.
 	
Experience
 	
1. Undertaking AP activities in a P2P environment
2. Working with an ERP system.
3. Using Microsoft Excel spreadsheets and Word
4. Working in a busy team environment
5. Ability to demonstrate a flexible approach to fulfilling the duties of the AP team.
	Personal skills and general competencies
	
	1. Puts into practice the Council's commitment to excellent customer care.
	2. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.
	3. Works well with colleagues but also able to work on their own initiative.
	4. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with.

Role Dimensions 6. Ensure the Vendor Master file is up to date following written procedures to protect against fraud. 7. Direct electronic images of invoices to the relevant officer to facilitate payment for goods/services within agreed settlement terms. 8. No Budget responsibilities 9. No staff reporting to this role *Please attach a structure chart*	

Date