



Job description

Job title:	Accounts Payable (AP) Assistant
Grade:	2b
Department:	Finance
Responsible for:	n/a
Accountable to:	Accounts Payable Manager

Job summary

This role is part of the Financial Accounting (FA) team within the Finance department, reporting into Accounts Payable Manager.

This role will:

- Monitor and action the Accounts Payable shared inboxes on daily basis
- ensuring accurate and timely processing of invoices, payments, and expense reimbursements.
- develop and improve processes and contribute to finance systems development
- ensure compliance with financial policies and regulatory requirements.

Specific duties and responsibilities

Expense claim administration

- Review, verify, and process all out-of-pocket expense claims within the D365 finance system;
- Policy Compliance: Validate that all claims adhere to the College's financial regulations and expense policies, checking for valid receipts and appropriate management authorization before processing.

Online payments

- Processing overseas/Faster payments via online banking for purchase invoices/expenses/ad hoc payment requests;
- Preparing and posting relevant journals in D365 Finance System.



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Supplier invoices processing

- Oversee the timely and accurate processing of all invoices, purchase orders;
- Reconcile supplier statements and resolve discrepancies in a professional and timely manner;
- Develop and implement process improvements to increase efficiency and accuracy;
- Maintain strong relationships with suppliers, ensuring queries are addressed promptly;
- Make sure all AP shared inboxes are monitored and actioned in timely manner;
- Perform monthly review of the Aged Creditors Report;
- Cover accounts payable duties when team members are absent.

Systems, Processes & Audit Support

- Continuous Improvement: Follow established procedures and identify opportunities for day-to-day process efficiencies to share with the manager;
- System Testing: Assist the wider team with User Acceptance Testing (UAT) for any new AP-related system updates or developments;
- Audit Preparation: Provide administrative support during external audits by pulling reports, invoices, and necessary documentation as requested;
- Periodically contribute to the finance risk register including by considering AP related risks and mitigating actions as well as wider finance issues.

Teamwork & Customer Service:

- Collaboration: Provide high-quality customer service to both internal College staff and external vendors;
- Team Support: Deliver general administrative support to the Financial Accounting team and cover basic processing duties for colleagues during absences.

Other

- Any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as may be assigned by Accounts Payable Manager;
- The post-holder is expected to represent the College in a professional manner and ensure their own continuing professional development.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

September 2026



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Person Specification

Education, qualifications and experience

- GCSE A-levels or equivalent;
- Professional accounting qualification – Full/part qualification is not required but some form of accountancy training (like AAT) would be required;
- Significant experience in the accounts payable function of a similarly-sized organisation;
- Experience using a Microsoft AP system (desirable);
- Experience in a not-for-profit organisation (desirable);
- Experience in a professional membership organisation (desirable).

Competencies

- A self-starter able to work independently and effectively manage multiple priorities during busy periods;
- A team player – effectively collaborates and supports other team members;
- Good organisational and prioritisation skills;
- Strong attention to detail;
- Good IT skills in both Excel and finance systems;
- Communication skills:
 - Takes the time to listen and understand;
 - Able to communicate effectively to non-financial colleagues.



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The post holder will also need to demonstrate the following values:

Collaboration	We embrace our collective responsibilities working collaboratively and as one college.
	• We work together, using our collective expertise and experience to effect positive change • We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments • We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work
Respect	We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.
	• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others • We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team
Excellence	We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.
	• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve • We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work • We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience



Collaboration



Respect



Excellence