

ROLE PROFILE

Function	Finance	
Job Title	Accounts Payable Specialist	
Grade	C2	
Reporting Lines	Reports to	Finance Manager with dotted line to Accounts Payable Supervisor
	Direct Reports	N/A

Aim of the role

Process supplier invoices accurately and in a timely manner ensuring our suppliers are paid on time every time. Resolve any supplier queries/ issues promptly.

Responsibilities and Duties

- Processing/ reviewing subcontractor/ purchase ledger invoices in an accurate and timely manner to ensure our suppliers are paid as per their contractual terms.
- Monthly reconciliation of supplier statements.
- Working collaboratively with relevant departments to resolve queries promptly to ensure our aged debt is minimal.
- Track supplier queries & complaints and drive resolution via the appropriate escalation routes within the relevant business functions (i.e. Procurement, Commercial, Finance etc.).
- Ensure that all invoices are VAT compliant according to Tilia Homes guidelines.
- Support colleagues ensuring the department is working as a team and to have all accounts up to date & accurate.
- Working to monthly deadlines set within Group procedures.
- Collating back payments efficiently and accurately which are to be reviewed by Regional Finance teams and Group. Subsequently, inputting into the bank, paid and then matched in the system.
- Perform ongoing housekeeping activities to maintain clean ledgers.
- Ensure timely processing of all activities to support the monthly/ quarterly/ annual close periods.
- Assist with internal and external audits to ensure complete, timely and accurate responses to information requests.
- Actively support the sharing of new ideas and best practice across all areas.
- Support any other reasonable requests on ad-hoc projects or tasks as agreed.

Knowledge Skills and Experience

- Experience of purchase ledger and CIS experience would be useful.
- Practical knowledge of Word, Excel and PowerPoint and flexibility to learn new IT systems & applications.
- COINS experience would be beneficial.
- Numerically accurate and confident in written and verbal communications with suppliers and subcontractors.
- Ability to analyse and interpret financial information.
- Ability to communicate at all levels with both financial and non-financial management.

Our Behaviours - Contributor	
Trust and Integrity	<ul style="list-style-type: none"> • Maintains confidentiality • Acts in a way that builds trust and confidence • Treats everybody with dignity and respect
Enable and Support	<ul style="list-style-type: none"> • Develops positive working relationships with colleagues • Respects the views and opinions of others • Takes pride in the work they deliver as a team
Inspirational and Motivational	<ul style="list-style-type: none"> • Self-motivated • Has a positive impact on others • Solution focussed • Strives for continuous improvement
Self-aware and resilient	<ul style="list-style-type: none"> • Practices self-reflection • Reflects on own strengths and areas of development; seeks to make positive changes • Awareness of personal limits and sets boundaries • Understands the impact of their behaviour on others and seeks to have a positive impact
Purposeful and Decisive	<ul style="list-style-type: none"> • Considers the bigger picture • Knows when to say no and when to escalate • Committed to delivering objectives • Prioritises workload