Job Title: Accounts Payable Clerk

Department: Bursary Finance Team

Responsible to: Accounts Payable and Receivable Supervisor (AR&PS)

Purpose of Job: To ensure effective Accounts Payable support across all departments of the College.

Duties and Responsibilities:

The Bursary Finance Department is responsible for delivering best practice accounting in order that the College is able to make decisions based on accurate and timely information. This role is pivotal in ensuring the Bursary Finance Team is supported through the delivery of the key responsibilities listed below.

Key Responsibilities

- Process and pay all purchase invoices ensuring correct VAT analysis is recorded and reconciliation of all supplier statements;
- Ensuring all invoices are processed through the purchase order system (currently iDocs);
- Prepare and post weekly journal for Foodbuy invoices (EPSYS);
- Dealing with any queries on invoices and supplier’s queries;
- Reconciling all supplier statements;
- Inputting Direct Debit invoices through the purchase order system and allocating within the finance system;
- Completing the following tasks for Clare College Limited:
  - Ensure all supplier invoices are processed through the purchase order system;
  - Enter recharge invoices to Clare College in the purchase order system;
  - Prepare and process payment runs and send remittances;
- Processing suppliers payment runs twice a month (K & P), Students (S) staff and Fellows (J) a total of 8 payment runs a month
- Processing travel grants for students
- Checking and processing expenses for Staff
- To produce and maintain process documentation within the remit of the AP;
- Support the Accounts Receivable Clerk and the AR&PS as and when required in a bid to create team flexibility. This task is reciprocated by the Accounts Receivable Clerk;
- To carry out other finance related tasks as directed by the AP&RS and any other member of the Bursary Finance Team Management structure.
## Person specification

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<tr>
<th>Criteria</th>
<th>Description</th>
<th>Essential or Desirable</th>
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<tbody>
<tr>
<td>Qualifications</td>
<td>Finance Qualification AAT</td>
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<td>Experience</td>
<td>Experience of working in a Finance Department</td>
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<td>Personal attributes</td>
<td>Calm and able to work under pressure; A drive for continuous improvement; Excellent communication skills across all audiences; Problem solving skills; Proactive attitude; Ability to take into account different views or priorities before making balanced recommendations or taking action; Ability to deal with people professionally, politely and sensitively at all levels both verbally and in writing;</td>
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<td>Additional Requirements</td>
<td>The general working hours for this post are 36.25 hours per week.</td>
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