

**£39,585 plus pay award pending approval**

**Reports to:  
Finance Manager – Management  
Accounts**

## **Job Description: Accounts Payable and Procurement Lead**

**Department: *Finance*  
Direct Reports: 2**

**WE'RE  
MUIR**

### **Job Purpose:**

- Lead, coach, motivate and manage team members to provide the highest quality service to internal and external customers.
- Manage the complete purchasing cycle, ensuring the effective operation, administration and controls within the purchase ledger including those related month end reconciliations.
- Lead on the management of the purchase order processes ensuring they are maintained and put in place where efficiencies can be made.
- Be responsible for the management of payment runs ensuring that they are appropriately checked and authorised in line with the financial regulations.
- Responsible for ensuring that all new suppliers that are set up of the system are in line with procurement policy and the appropriate documentation reviewed and verified.
- Lead on ensuring the wider business complies with the procurement policy and lead on procurement within the finance team
- Responsible for completing the supplier analysis to ensure we are compliant with procurement legislation and demonstrating VFM.
- Be responsible for the contracts register ensuring all entries are complete and updated, including the liaising with those responsible and external advisers where required.
- Responsible for the management of the Expenses module, working with the People Team to ensure the appropriate audits are carried out in line with the company policies.
- Responsible for the maintenance of the Authorisations Matrix in line with organisation changes.
- Responsible for the Utilities contracts and portals ensuring all bills are received and processed

### **Main Duties & Responsibilities:**

- Be responsible for the accounts payable and P2P function, ensuring it is properly controlled, operates efficiently and payments are made in line with authorisations only.
- Ensure the VAT coding of all transactions is accurate to maintain compliance with VAT legislation

### **Main Duties & Responsibilities continued:**

- Build a system of controls for the effective management of the payables systems such as supplier reviews, system cleansing, review of limits, review of off payments, completion of balance sheet control reconciliations and other activities as required.
- Lead on procurement within finance, including insurance and energy supplier, managing relationships with advisors and consultants in procuring competitive value for money contracts.
- Manage the maintenance and controls of the Contract Register, Procurement Policy and Procedure, working with JLT members to ensure it is updated quarterly and suppliers are set up in line with policy.
- Engage with external procurement advisers ensuring we are making best use of resources including the forward planning of contracts renewals.
- Implement and monitor systems, processes and controls to ensure the highest quality assurance is delivered.

### **General Duties & Responsibilities:**

#### **You will:**

- Ensure all health and safety related policy, procedures, safe systems of work and control measures are implemented.
- Ensure all our records are accurate and maintained in line with appropriate guidelines including confidential and GDPR and make effective use of our ICT applications.
- Assist and support in the preparation of reports to Leadership team, Board or committees as required.
- Deputise for the Finance Manager – Management Accounts, as and when required to do so
- Undertake other duties and responsibilities as may be specified which are commensurate with the level of the job.
- Be a positive ambassador who Lives Our Values Everyday through effective partnership working help us achieve our ambitions.

# Personal Specification: Accounts Payable and Procurement Lead

## Education & Qualifications: (E = Essential / D = Desirable)

- Studying towards or completed a recognised accountancy qualification or significant experience(D)
- Degree Level of Education or equivalent (E) / A level Education or equivalent (E)

## Experience: (E = Essential / D = Desirable)

- Ability to lead, manage, motivate and develop people and teams by providing clear goals and direction through effective and regular performance management. (E)
- Experience of managing purchase ledger function (E)
- Experience of leading and managing change to improve systems and ways of working (E)
- Experience of using a range of ICT systems (including intermediate Excel) – (E)
- Experience of preparing balance sheet reconciliations and account analysis – (D)
- Demonstrable evidence of working across business sectors, collaboration with other departments, senior managers and directors (E)

## Skills: (E = Essential / D = Desirable)

- Ability to work under pressure, deliver to strict deadlines and manage conflicting priorities (E)
- High level of numeracy and literacy including collation and analysis of data (E)
- Excellent interpersonal communication skills and confidence in delivering information in a readily understandable way (E)
- Ability to network and build effective relationships with key colleagues across the organisation (E)

## Working Environment

- Flexible working requirements across various sites. (E)

## Knowledge: (E = Essential / D = Desirable)

- A comprehensive knowledge and understanding of relevant legislation good practice and regulation in respect of procurement (D)
- Working knowledge of VAT (E)

## Personal Attributes: (E = Essential / D = Desirable)

- Credible and engaging leader who creates a great team spirit (E)
- The ability to influence, negotiate and challenge (E)
- Demonstrates drive, determination and self-motivation (E)
- Always supports and demonstrates organisational values (E)
- Creates opportunities and empowers and enables others (E)

## Our Values:

- **Caring:** We care about people and achieving results
- **Responsive:** We put our customers first, giving great service and doing what matters most to them
- **Passionate:** We take pride in what we do and always strive to do better.
- **Inclusive:** We work together and value each other
- **Dynamic:** We have a positive, solution-oriented attitude
- **Honest:** We have high ethical values, standards and strong governance.

