JOB DESCRIPTION

Job Title:	Finance Officer – Accounts Payable
Service / Department:	Finance
Reports To:	Finance Operations Manager
Responsible For:	N/a
DBS Check:	Standard

Job Purpose:

At Salvation Army Homes, we are dedicated to providing comprehensive, good quality housing services, support and resettlement.

To provide an efficient and effective accounts payable service, ensuring supplier invoices and payments are processed accurately and on a timely basis. The role is responsible for maintaining strong financial controls, supporting month-end and year-end processes, administering the Purchase-to-Pay system, and delivering excellent service to internal and external stakeholders while ensuring compliance with organisational policies and procedures.

Main Duties and Responsibilities:

- Oversee the processing of supplier invoices through the Purchase-to-Pay (P2P) system, ensuring appropriate approval in line with delegated authority limits.
- Ensure supplier invoices are coded accurately and processed in a timely manner.
- Process weekly supplier payment runs, ensuring all payments are accurate, authorised and made within agreed payment terms.
- Run contractor payment reports from Rubixx and upload transactions into the finance system.
- Prepare and post monthly journals as required.
- Conduct monthly supplier account and creditor reconciliations, investigating and resolving discrepancies promptly.
- Maintain supplier master data, including setting up new suppliers and updating bank details in line with approved procedures and controls.
- Manage the administration of the P2P system, including user access, approval workflows, expense codes and cost centre maintenance.
- Monitor invoice and purchase order queues within the P2P system and follow up outstanding approvals with budget holders.
- Respond to supplier and staff queries in a professional and timely manner, resolving issues and escalating where appropriate.

- Assist with month-end and year-end closing activities, ensuring accounts payable transactions are recorded accurately and within agreed deadlines.
- Support the preparation of audit working papers and respond to queries from internal and external auditors.
- Prepare balance sheet reconciliations relating to accounts payable and investigate outstanding items.
- Ensure compliance with financial policies, procedures, delegated authorities and internal controls.
- Identify opportunities to improve accounts payable processes and support the continuous development of the P2P system.
- Provide cover and support across the Finance team as required.
- Undertake any other duties commensurate with the responsibilities and grade of the role.

Related Activities:

- Participate in essential training, role related training and to work in accordance with relevant Salvation Army Homes' regulations including, for example the Code of Conduct, Equality, Diversity and Inclusion, Safeguarding, Health and Safety and Information Security.
- Fulfil the role by being adaptable and flexible to the overall activity that is necessary to be successful and effective.
- Fully align with Salvation Army Homes' values and behaviours and to adopt an 'advantaged thinking' perspective through language, conduct and behaviour.

PERSON SPECIFICATION

Qualifications and Memberships:

The following membership / qualifications or equivalent level experience would be beneficial in this role:

- GCSE level qualifications or equivalent, including maths and English grade A-C or 9 to 4.
- AAT qualified or similar (desirable) or working towards an accounting qualification

Aptitudes and Abilities:

- Proactive and self-motivated with a can do attitude
- Ability to use a computer e.g. Microsoft packages including 365, with advanced Excel skills (lookups, pivot tables, reconciliation)
- Demonstrates ability to learn and successfully navigate software packages used by Salvation Army Homes
- Excellent attention to detail working accurately even when under pressure
- Understands what good customer service looks like
- Highly organised with a methodical approach to work
- Ability to work under pressure and meet deadlines.

Experience and Interests:

- Conversant with financial systems and control
- Previous experience in a financial environment
- Knowledge of financial procedures in social housing.
- Comfortable analysing financial and non-financial data

Values and Behaviours:

To be successful in this job you need to be fully aligned with our values and behaviours, along with working as part of #OneTeam, helping Salvation Army Homes achieve our mission. Our values and behaviours mean a lot to us. They help define how we should all work, what we're here for and this helps us to stand out from other providers and employers.

S	**Servant Leadership** — we help people thrive	Have we given our audience everything they need to succeed in their next step?
P	**Passion** — we love our work	Have we spoken boldly and with confidence? Have we spoken out rather than stayed silent?
I	**Inclusion** — this is a team effort	Have we kept our communication simple and to the point? Have we used clear, accessible English?
R	**Respect** —we show respect for all	Have we given our audience credit for their intelligence? Have we advocated for our residents?
E	**Empowerment** — we have trust	Have we given the right context to our message? Has our communication been story-driven?