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**Job Description**

**Job Title:** Accounts Payable & Receivable Manager

**Reference:** SUS3345

**Salary:** Grade H: £31,683 per annum

**Hours:** 37.5 hours per week

**Location:** Sustrans offices in central Bristol / home based

**Purpose of Job**:

To manage the transactional finance team responsible for recording and processing the organisation's financial transactions. To design, develop and maintain systems, processes and procedures to enable the smooth and efficient running of the organisation's transactional finance function, including processes to enable efficient remote-working. This will primarily involve managing and organising the operation of the purchase and sales ledgers.

**Place in organisational structure:**

The post holder will report to the Head of Finance Operations.

**Key relationships:**

Internal: Finance team

Budget holders

External: Suppliers

Customers

Auditors

**Key responsibilities:**

1. To organise, supervise, support and line manage direct reports, with responsibility for the following areas:
   1. Purchase ledger
   2. Sales ledger
   3. Purchasing cards
2. To maintain systems, processes and procedures to enable the smooth and efficient running of the organisation's transactional finance team. This will include the development of processes to enable efficient remote-working.
3. To manage team processes to ensure that:
   1. the purchase ledger is maintained accurately and on a timely basis
   2. the sales ledger is maintained accurately and on a timely basis
   3. transactions from Lloyds expenses system are coded, checked and uploaded accurately and promptly
   4. BACS runs are processed accurately, authorised appropriately and performed on at least a weekly basis
   5. Supplier and customer queries are answered promptly.
4. To ensure that the organisation makes effective use of evolving technologies, particularly to enable remote-working, whilst also offering value for money.
5. To be responsible for the efficient operation of the organisation's financial accounting function, this role will occasionally be required to undertake certain transactional tasks as deemed necessary, for example:
   1. Maintaining the purchase ledger
   2. Maintaining the sales ledger
   3. Maintaining the purchasing card system
   4. Processing BACS runs
   5. Data entry
   6. Resolving supplier and customer queries
6. To approve any supplier or customer corrections to the Dimensions system, in line with procedures, and ensuring that all details are correct.
7. To be responsible for all relevant tasks being completed on time for the production of the monthly management accounts, including:
   1. Importing various monthly purchase ledger costs
   2. Approving petty cash returns
   3. Ensuring the purchase and sales ledgers are up to date
   4. Carrying out month end checks
8. To ensure master data is cleansed to aid reporting and compliance.
9. To ensure that all written procedures for the sales and purchase ledger are up to date and clear and that they fulfil all control and compliance requirements. To ensure that the procedures are adhered to by the team.
10. To be responsible for ensuring that the organisational finance induction training material, for processes such as expense claims and purchasing cards, are up to date and reflect current procedures.
11. To oversee the writing of new training material needed for the evolving technologies, such as invoice capture / invoice workflow approval systems.
12. To ensure that aged debtor and creditor balances are flagged and actions taken to resolve any issues. To manage the balance sheet accounts for general debtors, general creditors, payments on account, the bad debt provision and petty cash balances.
13. To assist with the preparation and submission of the quarterly VAT returns, primarily checking that postings on the Dimensions system have the correct VAT coding.
14. To aid the external inspections of books and records, for example, statutory audit.
15. To communicate effectively with suppliers, customers and members of Sustrans staff.
16. To provide cover for the Finance Officer by occasionally undertaking the monthly payroll processes.
17. To undertake ad-hoc tasks as deemed necessary.

**People Management**

1. To line manage the Transactional Finance Team, supervising their workload, developing their abilities and having oversight of their capacity.
2. To manage, develop and coach team members by setting clear goals and monitoring performance to maximise their potential.
3. To work with HR to ensure that training and development of staff is planned effectively and in line with business need.

**Training and personal development:**

1. To attend essential Sustrans training as required by the Charity.
2. To ensure own personal development by working to objectives set as part of the Charity’s appraisal process.

**Health & Safety, Safeguarding and Equality, Diversity and Inclusion:**

1. To support and comply with the organisation’s policy for the management of Health and Safety.
2. To support and comply with the organisation’s policies for the management of safeguarding.
3. To support and comply with the organisation’s policy and procedures relating to Equality, Diversity and Inclusion and apply principles of best practice in own role.

**Working conditions:**

The post-holder will live close to the nominated office base although there may be opportunities to work from home at times. Overnight stays away from home may be necessary when participating in projects away from their designated base. Occasional weekend and late working may be required with time off in lieu. The post-holder must be prepared to walk, cycle or use public transport for the majority of work journeys.

**Special Note:**

This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the jobholder

Compiled: Head of Finance Operations

Date: October 2015

Updated: November 2020, August 2021

**Accounts Payable & Receivable Manager** **(SUS3345)**

**Person Specification**

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| **Criteria** | **Essential** |
| Qualifications, education and training | Studying for an appropriate qualification – ICAEW, CIMA, ACCA, AAT |
| Experience | Proven experience in a related position  Proven ability to organise, supervise, support and line manage direct reports  Demonstrable experience of working with purchase and sales ledgers  Experience of building effective working relationships  Experience of implementing and embedding new systems, processes or working procedures |
| Skills and abilities | The ability to work accurately with attention to detail in an organised and methodical manner  The ability to work to and manage the team to achieve deadlines  Excellent communication skills with the ability to present information clearly both verbally and in writing  Excellent interpersonal skills with the ability to build effective working relationships with a variety of colleagues and our external partners  Ability to plan, organise and prioritise own and team workloads  Ability to work as a key member of the Finance team |
| Knowledge | Advanced knowledge and experience of Dimensions or a similar accounting system and MS Excel |
| Other | A flexible approach to work and enjoy a hands-on involvement  A can-do attitude and desire to solve problems |

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| **Criteria** | **Desirable** |
| Qualifications, education and training | Part - qualified in an appropriate accountancy qualification – ICAEW, CIMA, ACCA, AAT |
| Other | Experience of preparation of VAT returns  Commitment to the values and objectives of the organisation |