Job Description

Job Title	Accounts Payable Finance Officer
Department	Finance
Reporting to:	Head of Operational Finance

Main Purpose of the role

To provide a comprehensive purchase ledger service ensuring that all College expenditure is recorded and paid in a timely and efficient manner in accordance with the Financial Regulations and Procedures of the College.

Key Tasks / responsibilities:

All tasks to be carried out in a Total Quality manner, consistent with the Corporation's culture. They apply to SGS College and any subsidiaries of SGS College.

Purchase ledger processing

- To perform supplier ledger reconciliations on a regular basis and follow up any discrepancies with either the purchasing departments or suppliers.
- To effectively liaise with suppliers ensuring all queries are dealt with promptly and professionally.
- To maintain the purchase ledger supplier database.
- To liaise with purchasing departments for certification of delivery of goods and services and consequently authorisation for payment.
- To scan and process supplier invoices, checking them for accuracy and legitimacy, and match them with purchase orders.
- To identify prepayment and fixed asset invoices as appropriate to facilitate the creation of month end journals.
- Purchase order and month end processing
- To be responsible for maintaining the College's purchase ordering system by checking and liaising with Budget Holders and Departmental Administrators with regard to incomplete orders and requests.
- To close the purchase ledger down and reconcile to management account schedules.

Purchase Ledger control

- Provide a comprehensive purchase ledger service ensuring that all College and SGS Academy Trust expenditure is recorded and paid in a timely and efficient manner in accordance with the Financial Regulations of the College and terms and conditions of supply.
- Responsibility for the processing of invoices on the College's accounting system. Arrange for certification of delivery and authorisation of payment, liaising with Budget Holders and Departmental Administrators on any issues.
- Ensure that supplier ledger reconciliations are carried out on a regular basis and any discrepancies are followed up with suppliers.
- To manage any supplier disputes and/or late payment charges or suppliers on stop.
- To oversee the purchase ledger supplier database, the setting up of new suppliers and amendment of current suppliers, in conjunction with Procurement team.
- Weekly and monthly reporting of awaiting approval, awaiting receipt, awaiting transmission, invoices without Purchase Order reports and the Purchase Validation report with the assistance of team members.

Month End Processing

- Complete month end in the following areas:
    - Recharge journals
    - Prepayments – identifying at input stage those that are prepayments
    - Accruals - invoices
    - Accruals – utilities etc.
- Supplier ledger reconciliations
- To complete following:
    - Preparation of interest payables and receivables accruals
    - Completion of loan summary
    - Preparation of the balance sheet reconciliation working with the income team

Payment runs

- Regular production of purchase ledger and non-purchase ledger payment runs.
- To prepare BACS transmission files for all college payments, arrange for their approval by authorised signatories and despatch remittances.
- To process the payment of goods and services with College credit cards as appropriate.
- To action and be responsible for processes and procedures that enable invoices to be paid in accordance with agreed settlement terms.
- To support Budget Holders and purchasing staff in all aspects of the purchasing process.
- To advise purchasing staff on, and influence as appropriate, the preferred payment method for purchases.
- To liaise with and respond to suppliers in relation to billing and payment queries.
- Produce details of accumulated supplier payments after each payment run, for the Head of Operational Finance.

Training

- To plan, develop and provide training to College staff on the best use of the finance/purchasing system.
- To provide advice on financial procedures as they relate to Accounts Payable to all internal and external customers in accordance with the Financial Regulations and Financial Procedures.

Other

- Assist the Head of Operational finance with the monitoring of the weekly cashflow for the process of treasury Management
- Assist with the maintenance of the finance intranet.
- To open all mail in a rota with the Income Team and record all cheques received by the Finance office.
- To assist the Income Team with duties such as serving customers at the till and other duties when the need arises.

- To complete other ad hoc tasks as may reasonably be included within the role and the skill and competency levels.
- To work within the existing policies, procedures and regulations of the College but to make suggestions to improve the service to the end user and/or make cost savings.
- Respond to significant customer or other stakeholder complaints, ensuring they are resolved in a courteous and professional manner

Role Dimensions

• College turnover of circa £50m
• Group turnover of circa £37m
• Purchase ledger:
  o 2 Purchase Ledgers for individual Group companies o Circa 10,000 purchase invoices pa
  o Suppliers >5,000
• Liaison with c.30 Budget Holders and multiple Department Administrators across 6 sites (incl SGS MAT)

Key Interfaces

• Finance team; multi-site
• Budget Holders; multi-site
• Departmental administrators; multi-site
• Suppliers

Supporting College Goals and Values – all roles

In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.

This means:

- Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.
- Promoting the image of the College as one that is committed to the highest standards of delivery and service.
- Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work.
- Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy.
- Promoting and implementing best practice in Health and Safety,

Measurable Performance Standards for this role

• Payment of supplier invoices to terms agreed/in accordance with College financial procedures
• Quality and timeliness of provision of key financial data for stakeholders
• Meet agreed Service Level Standards
• Meet agreed operational targets and deadlines

Level of Disclosure and Barring (DBS) disclosure required
Enhanced
Author and Date
Andrew Lloyd, Head of Operational Finance – October 2025

Job Evaluation *(for HR Completion)*					
Score		**Profile**		**Level**	

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

Accounts Payable Finance Officer

Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
GCSE Maths and English grade C or above	✔		Application form
AAT Level 2	✔		Application form
Experience and knowledge			
At least 1 years' experience in Accounts Payable systems and procedures in an organisation with similar volumes of invoices	✔		Application form
Knowledge of the Further Education sector		✔	Application form/interview
Fraud Awareness		✔	Application form/interview
Understanding Financial Procedures		✔	Application form
Skills and abilities			
IT Literate (especially proficient in the use of Excel and Word)	✔		Application form
Able to work to tight deadlines	✔		Application Form/Interview
Able to work under pressure	✔		Application Form/Interview
Numerical and analytical skills	✔		Interview
Attention to detail	✔		Interview
Computerised accounting systems	✔		Application form

Criteria	Essential	Desirable	Assessed by
Customer centred service ethos	✔		Interview
Strong communication skills	✔		Interview
Essential College attributes			
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✔		Application form/ interview
Influencing skills: The ability to persuade others.	✔		Application form/ interview
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✔		Application form/ interview
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✔		Application form/ interview
Circumstances of role (if applicable)			
Ability to meet particular conditions of the role e.g. Travelling between campuses		✔	Interview