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| A | **Post Details** |
|  | Job Title: | Accounts Receivable/Payable Assistant | Function: | Finance & Contracts |
|  | Location: | FBC | Unique Post Number: |  |
|  | Reports To: | Accounts Receivable/Payable Manager | Grade: | ASG |
| B | **Purpose of the Job** |
|  | Ensure the timely processing and payment of supplier invoices. To deal with suppliers in a professional manner. |
| C | **Principal Accountabilities** |
| C1C2C3C4C5C6C7C8 | Ensure timely payment to suppliers. Ensure that all invoices are processed in a timely manner. Assist in ensuring that internal procedures are adhered to regarding purchasing procedures and systems. Assist in ensuring all invoices are filed in a logical order on a timely basis.Ensure that VAT inputs are accurately identified. Assist in resolving any disputes between the company and external suppliers.Ensure that key supplier statement reconciliations are prepared on a periodic basis. This should include the follow up of items that are missing from the purchase ledger.Undertake other ad-hoc tasks as directed by the Accounts Receivable/Payable Manager. |

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| D | **Safety Responsibilities** |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | Yes |  | No | **🗸** |
| D2 | This is a KEY SAFETY POST | Yes |  | No | **🗸** |
| D3 | This post requires SECURITY CLEARANCE | Yes |  | No | **🗸** |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | Yes |  | No | **🗸** |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below)  | Yes |  | No | **🗸** |
|  |  |
| D6 | The post holder has the following specific safety responsibilities: |
|  | * None
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| E | **Decision making Authority** |
|  |  |
| F | **Most Challenging and/or Difficult parts of the role** |
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| G | **Person Specification** |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us.For these reasons we look for evidence of Southeastern values in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These are We care passionately about people* + we put ourselves in our passengers’ shoes to do what’s right for them
	+ we support our colleagues to be, feel and do their best
	+ we love the places we serve and do our bit for our communities and environment

 We aim to be the best* + we move with pace, we’re agile and learn from everything
	+ we relentlessly strive to be the best
	+ we are professionals with personalities

We make the difference together * + we are answerable to each other and our passengers
	+ we trust each other and do what we say we will
	+ we are stronger together than we are as individuals

The job demands the following blend of experience/knowledge, skills and behaviours (all are essential , unless otherwise shown and will be assessed by application and/ or interview/assessment) : |
| G1 | Experience, Knowledge & Qualifications Good Excel spreadsheet abilities and Oracle systems experience.Working knowledge of purchase ledger.Technical Skills (both Financial and Systems).Numerate. |
| G2 | Behaviours and Skills (including any specific safety critical competencies) Ability to work as a self-motivated member of a team.Ability to organise and prioritise.Customer service skills.High level of personal integrity.Logical with attention to detail.Good interpersonal skills and effective communicator. |
| G3 | Other |
| H | **Dimensions of role** |
| H1 | Financial – Direct: |  |
| H2 | Financial – Other: | Expenditure £300 million |
| H3 | Staff Responsibilities – Direct: |  |
| H4 | Staff Responsibilities – Other: |  |
| H5 | Any Other Statistical Data: |  |
| I | **Acknowledgement** |
| I1 | Prepared By: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I2 | Approved By (Head of Department): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  **J** | **Job Description Briefing** |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: |
|  | Name of post holder: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |
| **K** | **Nominated Deputy for Safety requirements**  |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: |
|  | Name of nominated deputy: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |