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| A | **Post Details** | | | | | | | |
|  | Job Title: | Accounts Receivable/Payable Manager | Function: | | Finance & Contracts | | | |
|  | Location: | Four More London | Unique Post Number: | |  | | | |
|  | Reports To: | Financial Controller | Grade: | | MG2 | | | |
| B | **Purpose of the Job** | | | | | | | |
|  | To ensure the efficient running of the Accounts Receivable/Payable section, including the timely payment of supplier invoices and receipt of cash from debtors.  Proactively manage the purchase and sales ledgers and lead the Accounts Receivable/Payable team to ensure tight control over the company’s payment and receipt processing activities. | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11  C12 | Ensure that there is effective control over the purchase and sales ledgers, including the relevant balance sheet reconciliations and review of balances.  Manage the day to day control of the accounting system with regard to suppliers and customers. Support the Accounts Payable/Receivable staff on systems and accounting issues including VAT and P11D.  Ensure the timely payment to suppliers and receipts from customers, taking into account contractual terms and optimisation of the Group’s cashflow.  Ensure that the procedures for authorising purchase and sales invoices are properly carried out and updated as required.  Provide a focus for the Group for all issues relating to purchasing and sales procedures and systems.  Ensure compliance with all aspects of internal control and that the functional managers are advised of any issues. Supervise the Accounts Receivable Officer with implementing and maintaining proper credit control procedures.  Direct credit control procedures on accounts rendered ensuring prompt payment is received within the contract timescales. Produce a periodic analysis of debtors, including age analysis. Provide risk assessment of disputed items, producing a commentary of significant items. Control and monitor the customer credit worthiness.  Provide short-term cash forecasts for future receivable inflows to the Treasury Manager.  Raise “Goods received not invoiced” accruals and Intray accruals each period, interim and year-end, where system solutions are not in place.  Establish and monitor creditor and debtor KPI’s to assist in the review process.  Ensure that VAT inputs and outputs are accurately identified. In conjunction with the Financial Accounts Department ensure compliance with all VAT rules.  Ensure the accurate identification of sub contractors. Update the Oracle system with details issued by the Inland Revenue in order to monitor the payments and complete the relevant vouchers in compliance with Construction Industry Scheme regulation. | | | | | | | |
| D | **Safety Responsibilities** | | | | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | | | Yes | |  | No | **🗸** |
| D2 | This is a KEY SAFETY POST or nominated deputy | | | Yes | |  | No | **🗸** |
| D3 | The holder of this post is identified as a KEY SAFETY MANAGER | | | 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 | | | | | | | |
| E | **Decision making Authority** | | | | | | | |
| E1  E2  E3 | Implementation of control procedures in all areas of responsibility.  For issues with an impact outside the Accounts Receivable/Payable section, identify, analyse, formulate and recommend solutions to the Financial Controller.  Scheduling of work between staff. | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | | | | |
| F1  F2 | Staff management.  Continuous review of PRAC team inputs and related desired outputs. | | | | | | | |

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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 and behaviours 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 areWe care passionately about our people and passengers  * + 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   We also have identified behaviours required to be successful in leading Southeastern.  The Leading Southeastern framework details **how** we should be behaving in order to drive up performance to deliver **85%**.    All shortlisted candidates seeking promotion will be assessed against this framework.  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 (including any specific safety training requirements) Good Excel spreadsheet abilities and Oracle systems experience.  Working knowledge of purchase ledger and sales ledger.  VAT and Personal Taxation experience.  Experience of staff management.  Technical Skills (both Financial and Systems).  Numerate | |
| G2 | Behaviours and Skills (including any specific safety critical competencies) Team Management skills and the ability to motivate others.  Ability to organise and prioritise.  Customer service skills.  High level of personal integrity.  Logical with attention to detail  Good interpersonal skills. | |
| G3 | **Other** | |
| H | **Dimensions of role** | |
| H1 | Financial – Direct: |  |
| H2 | Financial – Other: | Expenditure £300 million  Estimated Receipts 12 million |
| H3 | Staff Responsibilities – Direct: | 3 |
| H4 | Staff Responsibilities – Other: |  |
| H5 | Any Other Statistical Data: |  |

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| 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: |  |