

Accounts Payable Officer (C)

Job purpose: To assist in the accurate and timely processing and payment of supplier invoices, expenses, allowances and payment requisitions across The Law Society. The individual is responsible for ensuring that the set policies and procedures are maintained by all stakeholders, with a view to maintaining robust working practices within the Finance Operations Team.

Accountabilities:

General Accountabilities

- Interact effectively with all people, participate in teams and groups and cooperate with others.
- To ensure knowledge across all the payables team to provide support and cover during team member absences.
- Contribute to the achievement of team and business unit objectives; support colleagues to help them achieve their goals and improve the finance service across The Law Society.

Key Accountabilities

- To ensure the prompt and accurate settlement of supplier invoices via the purchase order system.
- To ensure the prompt and accurate processing of payment requisitions to suppliers & customers.
- To set up and maintain vendor listings.
- To be pro-active by resolving queries highlighted by monthly supplier account reconciliations.
- To develop and maintain effective relationships with suppliers, resolving queries promptly and to mutual satisfaction.
- Assist with the processing of all Council, Committee and staff expense claims in accordance with the expenses policy guidelines.
- Assist with updating the meeting attendance registers as required carefully following the expenses guidelines.
- Assist with the logging and maintenance of claims received as specified, illustrating attention to detail and accuracy and then processing for payment as required.
- To ensure that current and archived records of processed documents are securely maintained.
- Assist as required in any other departmental duties and to undertake other tasks to support the finance operations team.

Knowledge, skills and experience

Essential:

- Educated to GCSE or equivalent standard in Mathematics and English Language.
- Detail orientated with experience in a financial or data entry function.
- High level of customer awareness.
- Excellent communication skills, confident & professional in both verbal and written, together with a high level of interpersonal skills.
- Excellent organisational and planning skills to enable working to tight deadlines and effective prioritisation.
- Effective team player with ability to develop positive relationships with team members, external and internal stakeholders.
- Ability to use initiative in a busy environment, as well as a willingness to undertake ad-hoc work where necessary.
- An intermediate to advanced working knowledge of Microsoft Office applications including Excel and Word.
- Flexible attitude, enthusiastic and positive.

Desirable:

- Experience in Accounts Payable and General Ledger accounting function including supplier account reconciliations.
- An understanding of VAT and taxation rules relating to purchases and payments.
- Experience of legal professional practice and/or other professional/ member services.

Planning & Organising

- Ensuring deadlines are met with minimum supervision.

Dimensions

- The holder of this post will work within the finance operations team and report to the Finance Operations Manager.

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