

Appointment details
Accounts Payable Assistant

Job Ref: R170400

Closing Date: 23.59 hours BST on
Sunday 24 September 2017

EXCELLENT
DIFFERENT
DISTINCTIVE
ASTON



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Founded in 1895 and a University since 1966, Aston is a long established research-led University known for its world-class teaching quality and strong links to business and the professions. Professor Alec Cameron became Vice Chancellor of the University in 2016, building on a strong legacy left by the Baroness Brown of Cambridge.

Outstanding graduate employability

Aston has been a leading university for graduate employment success for over 25 years. More than 80% of Aston graduates go on to a graduate level job within six months. The majority of Aston students choose to take an integrated placement year or year abroad, making them very attractive to employers. We have strong relationships with national and international graduate employers, as well as smaller and local employers. These relationships are extremely important and make a real contribution to graduate employability.

Career focussed programmes

Aston's close and established links with business, the public sector and the professions ensure that our career focussed degree programmes are inspiring, challenging and constantly updated to equip students with essential work-related skills and experiences.

Excellence in teaching and research

We are committed to high quality teaching and academic excellence, ensuring we provide the highest standard of education to our students. Aston has an excellent reputation for research which shapes and improves lives. We're proud of the quality of our research and the real world applications developed as a result – it makes a substantial and beneficial difference to people, organisations and society.

Aston's four academic Schools offer a range of undergraduate and postgraduate degree programmes, and also work with the public and private sectors to develop tailored Foundation Degree programmes.

International

Aston University is a popular choice for international students. We recognise and welcome the important academic contribution and cultural diversity international students bring to our university environment. Students from over 120 countries study at Aston University each year

Aston University is ranked 29th in the world and 9th in the UK as one of the 'most international universities in the world.' (The Times Higher World University Ranking, 2016-17).

Birmingham – one of Europe's liveliest cities

Birmingham is internationally recognised as a leader in leisure, entertainment, shopping and sport. It is an international centre for business, commerce and industry, housing numerous UK and overseas banks and law firms. Birmingham attracts 25 million visitors each year and contributes billions to the national economy through manufacturing and engineering.

The University campus is located in the city centre making it very accessible to an extensive network of motorways and railways.

A green, sustainable campus

Located in the heart of a vibrant city, our 40 acre campus houses all the University's academic, social and accommodation facilities for our 14,355 students. All staff have the opportunity to contribute to our sustainability agenda and practices.



Welcome from Neil Scott

Dear applicant

I am delighted that you are considering applying for this position at an exciting time for Aston University, The HE sector is currently experiencing a significant change. Universities who are able to adapt swiftly to a changing and increasingly competitive Higher Education market will thrive.

I look forward to receiving your application, and learning more about how you feel you can contribute to Aston's continuing success.

Neil Scott
Chief Financial Officer

► University values

All staff are expected to demonstrate / promote the University's values and expectations, which are an integral part of our 2020 strategy and underpin the culture of the University. Our vision is to be the UK's leading University for business and professions, where original research, enterprise and inspiring teaching deliver global impact. More information about the university's values is available at www.aston.ac.uk/staff/working/dare-to-succeed/values/

In addition, our leaders are expected to be accountable, help to execute strategic visions of the University, share and set clear expectations that inspire those around them. Further information on our leadership expectations can be found at: <http://www.aston.ac.uk/EasySiteWeb/GatewayLink.aspx?allId=158042>



► Staff expectations

All staff are expected to;

- Be committed to delivering high performance
- Recognise and praise the high performance of others
- Remain open to new ideas and seek to act quickly for positive change
- Develop themselves, and support the development of others
- Be ambitious, for themselves, their teams and the university
- Engage with others, listen, observe and communicate
- Focus on excellent customer service, finding solutions and saying "yes"
- Make reasoned decisions without fear of blame
- Engender trust through their own actions
- Be fair in all matters

► Job description

Working within a large Finance Department this post presents an excellent opportunity to deal with all aspects of University payments. Reporting to the Accounts Payable Team Leader, you will be part of a team that has responsibility for all the University and its subsidiaries account payable functions and duties. This will include; processing, reviewing and controlling documentation relating to the ordering and receipt of goods and services, invoices and payments to suppliers. A high level of accuracy is essential to ensure activities are conducted efficiently and adhere to all financial requirements. Analysing, following up reconciling discrepancies and processing all transactions within a restricted timescale, which is fundamental to the production of the University's annual published accounts.

Responsibilities

- To check and input 33,000 payment transactions, totalling £42 million, per annum, paid by the University to trade creditors, utilities, staff, students and other external customers.
- Carryout due diligence checks against all payment requests including invoices, to ensure that the expenditure is appropriate and reasonable, and that the document is correctly authorised in accordance with the University Authority Limits Policy.
- To check, input and match purchase invoices to the appropriate purchase orders to ensure that the invoiced quantities and prices are in agreement with the original purchase orders. All discrepancies to be resolved by the postholder with reference to the originating department and/or the supplier.
- Amendments to purchase orders must be recorded on the system and all completed orders balances cleared to ensure the accuracy of information used for month/year end outstanding order balance reporting.
- To process weekly BACS payment run
- Process, other payments via online banking, including foreign currency.
- Upload and post direct debit/standing order payments.
- Ensure all payments are posted to the financial system immediately.
- Assist with the development and production of KPI's for the section.
- Provide full analyst report on variances and discrepancies.
- To reconcile supplier statements on a monthly basis. The postholder must ensure that items on the statement are either paid, posted, awaiting payment or held on the invoice register. If they are not the postholder is responsible for liaising appropriately with suppliers and internal colleagues to resolve the issue.
- To deal with queries, both internal and external, concerning purchase orders, invoices and payments made by the University.
- To provide assistance, where appropriate and as directed, to any other areas within the Finance Department.

Additional responsibilities

- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- Ensure and promote the personal health, safety and wellbeing of staff and students.
- Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.



► Person specification

	Essential	Method of assessment
Education and qualifications	Educated to A level standard, member of (APA) Accounts Payable Association or hold an equivalent qualification.	Application form
Experience	Comprehensive knowledge and demonstrable experience of working on accounts payable sections. Balance sheet, and transactional reconciliations. Process electronic transfers and payment uploads. Import and export payment and invoice data. Month end analysis of accounts.	Application form and interview
Aptitude and skills	High level of attention to detail and accuracy Must have excellent excel skills including v-lookup, pivot tables and macros. Excellent written and verbal communications skills.	Application form and test
	Must be able to acquire, after a period of familiarisation, a thorough knowledge of the University's core computer systems; Agresso and Conference Aston – Kinetics. Good organisational and time management skills. Ability to work productively in a team environment to achieve desired outcomes. Good analytical and problem solving skills – Test.	Interview and/or test

	Desirable	Method of assessment
Experience	Significant experience gained in system and financial operations processes development and improvements.	Application form and interview



► Salary & benefits

This post is offered on a continuing basis. The appointment is Grade 5 and the salary range for this grade is £19,305 to £21,585 per annum.

Holiday entitlement

25 days per annum, in addition to 13 days public and university holidays.

Pension

Eligible staff are offered a defined benefit pension with the Aston University Pension Scheme (AUPS).

The University is proposing to close the current Aston University Pension Scheme (known as AUPS) early next year and replace it with a new pension scheme and is undertaking formal consultation about this proposal. The University believes that the new scheme, together with a flexible contribution structure for members, would continue to provide a valuable pension benefit, if the proposed closure of the AUPS proceeds.

Contribution pay

The University's Performance Development and Reward Scheme provides for salary enhancement for staff who are considered to be performing at an exceptional level on a consistent basis.

Relocation

Aston University aims to recruit the most talented individuals. This policy is intended to support this aim by providing assistance to new employees who have to relocate to take up a position. This policy applies to staff appointed to a position from 1 January 2014 at grade 7 (salary point 25) or above on an open-ended contract or to a fixed term position of two years or more, and who have to relocate their place of residence in order to take up the appointment. Positions which are externally funded fall outside of this policy. Individuals may be eligible to claim costs in line with the relevant funding arrangements.

Visit our website: aston.ac.uk/hr for full details of our [salary scales](#) and the [benefits](#) Aston University staff enjoy.

► How to apply and the selection process

Please visit our website aston.ac.uk/jobs to apply online. If you do not have internet access, call 0121 204 4500 and leave your name and address quoting the job title and reference number.

Closing date for applications 23.59 hours BST on Sunday 24 September 2017

Interview date Week commencing 9th October 2017

Please contact Scott Hancock, Accounts Payable Manager, for an informal discussion about the role.

Tel: +44(0) 121 204 4361

Email: s.hancock2@aston.ac.uk

If you would like information on the progress of your application, advice on any aspect of the appointment process, or a conversation about our terms and conditions of service, please contact:

Christine Campbell
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+44 (0) 121 204 4586
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► Outline terms and conditions of the appointment

Qualifications Successful candidates will be required to produce evidence of their qualifications upon joining the University

Medical clearance It is a condition of appointment that newly-appointed staff receive medical clearance from the University's Health Centre.

Eligibility to work in the UK Candidates who are not citizens of the United Kingdom, or of another EEA member country, should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

Document checks As a result of the implementation of sections 15 to 26 of the Immigration, Asylum and Nationality 2006 Act on 29 February 2008, the University requires all prospective and, in some cases, current employees, to provide documentation to verify their eligibility to work in the UK. Further information about these requirements can be found on the [UK Visas and Immigration website](#).

Equal opportunities Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes, that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against students or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career at Aston.

An Equal Opportunities Monitoring Form is included with the application form.

Data Protection Act 1998

Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Code of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Disclosure and Barring Service (DBS)

Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for is listed as an exception under the act.

Full details of our terms and conditions of service and associated policies and procedures are available online at www.aston.ac.uk/hr.

Aston University
Employable Graduates
Exploitable Research

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