

Human Resources Department

Job Description

Post Title:	Accounts Payable Administrator
Faculty/Department:	Henley Business School, Africa
Reports to:	Finance Manager or his/her authorized designation
Responsible for:	N/A

Purpose

To assist the Finance department with controlling and financial transactions relating to all creditors including the maintenance of other financial and administrative duties.

Main duties and responsibilities

- Process all invoices into the financial accounting system timeously and accurately to the correct GL Codes.
- Ensure that all invoices are appropriately authorized according to approved delegation of authority.
- Ensure correct supporting documentation is attached to all supplier invoices prior to payments of goods.
- Ensure that all payment documentation comply with policies, procedures, and any relevant legislation.
- Open supplier accounts and review of supporting documentation.
- Continuous upkeep and preparation of creditor reconciliations and following up on unreconciled differences.
- Provide clients with remittance advice.
- Maintaining healthy age analysis and ensuring the creditors books is kept current.
- Ensure that all creditors are paid strictly according to terms unless otherwise approved.
- Liaising with suppliers where statements or other documents have not been received to ensure adequate accruals etc. are done.
- Maintenance of vendor relationships, including efficient & effective communications, resolution and settlements.

- Liaise with departments to ensure invoices are processed timeously.
- Ensuring that the control account (Trial balance) is clear at month end.
- Perform any other tasks that may from time to time be assigned.
- Archive all creditor's payment with complete documentation.
- Maintaining vendor master-data on the system including BBEE certificates from suppliers and completing vendor application forms.
- Set up of new budgets for programmes.
- Ensure programme budgets are aligned with approved pricing schedules.
- Responsible for providing sound financial analysis
- Monitor actual against budget/forecast.
- Perform variance analysis
- Coordinate with the departments to ensure that a complete set of Purchase orders are issued in accordance with finance deadlines
- Raise accruals, revenue and correction journals at month-end.
- Maintain deferred income schedules in the balance sheet.
- Appropriate record keeping and filing.
- Assist with audit preparations.

Supervision received

Reporting to Finance Manager who provides direction, support, general advice and guidance.

Supervision given

None required

Other activities

The post holder will undertake other appropriate activities and projects which may be allocated by the Finance Manager from time to time.

Contact

Staff across the Henley Business School

Terms and conditions

Standard office working hours are 8:30 to 17:00 Monday to Friday, with one hour's unpaid break for lunch (37.5 hours per week). However, you will be required to work such hours as are necessary to carry out the duties associated with the post. Occasional evening work and weekend work is a requirement. Overtime must be agreed in advance with your manager. Time-off-in-lieu (TOIL) is permitted for weekend and evening work.

This document outlines the current duties required for this post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Person Specification

Job Title: Accounts Payable Administrator

School:

Henley Business School, Africa

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Effective verbal, listening and communication skills • Ability to interact and engage with all levels of staff • Ability to work with others even when no direct line of reporting exists • Strong accounting skills with good understanding of revenue recognition principles • Strong computer skills including ability to operate spreadsheets (advanced excel) • Sage 300 / AccPack would be advantageous • Analytical and problem solving skills • Excellent time management skills • Attention to detail and high level of accuracy • Strong administrative and organisational skills 	
Attainment	<ul style="list-style-type: none"> • Accounting qualification, preferably Degree or Diploma 	
Knowledge	<ul style="list-style-type: none"> • General and Accounts payable processes 	
Relevant Experience	<ul style="list-style-type: none"> • 3 – 5 years creditors experience • Background in Higher Education will be beneficial 	
Disposition	<ul style="list-style-type: none"> • Accurate and complete • Demonstrates sound work ethics • Flexible approach towards duties • Well-presented and professional • Vibrant personality, people person, courteous, honest and reliable 	