

Job Description

This job description has been designed to indicate the general nature and level of work required of the 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.

| Post Details | |
|------------------------|------------------------------------|
| Job Title | Payables Assistant |
| Job Reference | LHL – PAY A |
| Service | Loddon Homes and Berry Brook Homes |
| Team | As above |
| Location | Hybrid - Shute End / Remote |
| Reports to | Head of Finance |
| Responsible for | N/A |
| Grade | Grade 5 |
| Contract Type | Permanent |
| Hours | 15 Hours a week Monday to Friday |

| Main Accountabilities | |
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| 1. | Raise purchase orders as requested by budget holder, ensuring alignment with agreed capital and operational budgets. Submit orders promptly to suppliers for processing. |
| 2. | Receive and process incoming invoices by verifying amounts against purchase orders, obtaining approval from budget holders, coding appropriately, and preparing for payment. |
| 3. | Prepare invoices for upload into financial systems in time for approval by the Senior Officers |
| 4. | Liaise with suppliers and internal departments to resolve invoice related queries efficiently, supporting prompt and accurate payment. |
| 5. | Raise intercompany invoices and purchase orders as needed ensuring documentation is in place. Follow up on outstanding or overdue payments. |
| 6. | Assist in monitoring invoice payment cycles and outstanding debts and ensuring consistent compliance with financial policies and procedures. |
| 7. | Maintain accurate financial records and documentation for audit and compliance purposes. |

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| 8. | Provide general support to the Finance team and assist with other duties commensurate with the role as required by the Head of Finance. |
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| Person Specification | Essential | Desirable |
|--------------------------|---|-----------|
| Qualifications | GCSE (or equivalent) including Maths and English | |
| | Training in financial systems or invoice processing tools | |
| | Experience working with external suppliers and internal stakeholders | |
| Technical Skills. | Good understanding of financial processes and basic accounting principles | |
| | Proficiency in Microsoft Excel and financial systems | |
| | Ability to meet deadlines and manage workload in a structured manner | |
| | Effective communication and problem-solving skills | |
| Knowledge | Awareness of purchase ledger and accounts payable processes | |
| | Understanding of the importance of internal financial controls. | |
| | Commitment to continuous improvement and customer services | |

| Purpose Details | |
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| Service Purpose | Loddon Homes and Berry Brook Homes is committed to providing high quality homes and services to all our residents. Having a detailed and up to date knowledge of our stock, and the needs of our residents, and using data to drive quality and service outcomes is more than just a property focussed role. As small, local housing companies, with 300 homes in our combined portfolio, largely constructed in the last 10 years, the Finance function plays central role in enabling this vision. It ensures financial viability, supports regulatory compliance and underpins the delivery of services that meet residents' needs and strategic goals. |
| Role Purpose | The Payables Assistant plays a critical role in supporting the finance team by ensuring the timely and accurate processing of purchase orders, invoices and supplier payments. The role works closely with the Management Accountant to maintain the integrity of financial data and ensure that accounts payable processes do not cause delays to the |

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| | <p>production of management accounts or other financial reporting deadlines.</p> <p>This post is integral to the smooth operation of finance function, supporting effective financial control, audit readiness and strong relationships with suppliers and internal teams.</p> |
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| Evaluation Declaration | |
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| Date of Evaluation: | |
| Evaluated by: | |