



## **Job Description**

**Post Title:** AP/AR Officer

**Directorate:** Finance

**Reports to:** AP/AR Manager

**Direct Reports:** 0

**Salary Band:** SP22-26

**Key Relationships:** MML

### **Role Purpose**

WMCA is committed to building a healthier, happier, better connected and more prosperous West Midlands. This is our vision. Our Values are central to how we work and interact with our wider partners and stakeholders. We encourage our colleagues to Be Collaborative, Be Innovative, Be Driven and Be Inclusive.

### **Responsibilities**

- Ensure that purchase invoices and payments to suppliers for the WMCA Group are processed in accordance with agreed procedures and performance standards and that payments are only made in respect of goods and services received and that payments are properly authorized
- Ensure compliance with Procure to Pay procedures and 'No PO no payment' policy
- Ensure that sales invoices and other receipts are processed in accordance with agreed procedures and policies
- Ensure compliance with relevant VAT and CIS requirements
- The role is to assist in the efficient and timely processing of sales and purchase invoices, payments to suppliers and maintaining records relating to the Accounts Payable and Accounts Receivable functions in accordance with agreed procedures and performance standards.
- Assist with the efficient and timely processing and control of purchase invoices and payments to suppliers in accordance with agreed procedures and performance standards

- Assist with the efficient processing of payments to travel operators, adult education providers and other ad hoc payments in accordance with agreed procedures and performance standards
- Assist with the efficient and timely processing and control of sales invoices and allocation of payments received to the ledger in accordance with agreed procedures and performance standards
- Assist with the collection of overdue amounts in accordance with agreed policy and procedures
- Assist with regular reconciliation processes to ensure the integrity of the sales and purchase ledgers
- Assist with the smooth resolution of supplier and customer queries
- Assist with developing and maintaining up to date procedure notes for all key processes

### Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			<b>Assessment Method</b>		
<b>Experience</b>	E	D	App*	Int**	Other***
Experience of working within a finance environment	X				
Good interpersonal skills to enable effective communication with customers and suppliers	X				
Experience of working in AP/AR	X				
<b>Skills/Knowledge/Abilities</b>	E	D	App	Int	Other
Experience of using Business World finance system		X			
Good working knowledge of Microsoft Office including Excel to an Intermediate level		X			
<b>Qualifications/ Professional Memberships</b>	E	D	App	Int	Other
Working towards an accountancy qualification (e.g. CIMA, ACCA, CIPFA, AAT)		X			
Educated to A level standard or equivalent		X			

\* Application

\*\* Interview

\*\*\* Details will be shared at interview stage

### **Core Expectations**

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focused.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

### **Health and Safety**

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

### **Equality and Diversity**

To promote and champion equality and diversity in all aspects of the role

### **Learning and Development**

To participate in and take responsibility of any learning and development required to carry out this role effectively.

### **Performance Management**

To actively engage in the performance management process and take responsibility for managing performance outcomes.

### **GDPR (General Data Protection Regulation)**

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in



the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

**Other**

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis