



St George's School of Health and Medical Sciences

City St George's, University of London

Finance Department

Accounts Payable Administrator

Ref: 730-24-R

JOB DESCRIPTION

Post Title	Accounts Payable Administrator
Grade	CSG 4
Contract type	Fixed term for 12 months
Responsible to	Financial Transactions Manager
Accountable to	Deputy Director of Finance
Responsible for	N/A
Liaises with	Internally: Finance Team, Procurement, Academic Institutes, Professional Services Departments Externally: Suppliers, Customers

Overall purpose of job

This post is within the Accounts Payable section of the Finance Department and will assist in ensuring the effective, efficient and timely payment of supplier invoices.

City St George's operates a devolved budgeting and finance structure and as such communication is an integral part of the Accounts Payable function in providing a service to the academic institutes and other administration support departments on matters related to payments.

In carrying out his/her duties the post-holder will be required to liaise with Institute Administrators, Finance staff and suppliers as required.

Main Duties and Responsibilities

1. To provide a courteous and professional accounts payable service to internal



customers and externally to suppliers.

2. As a service department provide support to Institutes and other administrative support departments on all accounts payable matters.
3. First point of contact for all payment issues.
4. All work to be completed to deadlines.
5. Ensure all supplier invoices / credit notes are processed in an accurate and timely manner in accordance with SGUL procedures and deadlines.
6. Process manually approved invoices for payment, under the direction of the Financial Transactions Manager, when exceptionally they are not supported by purchase orders.
7. Settle disputed invoices and credit notes by liaising with Institutes, suppliers and Procurement.
8. Maintaining supplier details on Agresso.
9. Reconcile supplier statements and resolve discrepancies with suppliers and internally with Institutes.
10. Understand international suppliers and currency
11. Assist in weekly payment run processes.
12. Send remittance advices and cheques
13. Register all invoices.
14. To assist in the ongoing development of the Accounts Payable module in Agresso by taking part in the continuous review of processes to identify weaknesses and by adopting changes that improve control and management information.
15. Build relationships with suppliers and Institutes to facilitate improved service delivery.
16. Participate in meetings with Institutes to resolve any outstanding issues.
17. Miscellaneous clerical duties, including filing, maintenance of files and other records.
18. General admin duties
19. Cover absence and holiday for other team members.
20. Any other appropriate duties which may be required from time to time by Financial Transactions Manager or Director/ Deputy Director of Finance

In addition to these duties the post holder will be expected to be flexible in helping his/her colleagues with other aspects of the work of the Department when required to do so.

They will carry out other duties as are within the scope, spirit and purpose of the job description as requested by the line manager or Head of Department.

This job description is not intended to be exhaustive and it is likely that duties and responsibilities may be altered from time to time in the light of changing circumstances, in discussion with the post holder.

In carrying out the above duties the AP post is expected to:

- Adhere to policies including the Financial Regulations
- Participate in staff meetings and training as required



Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
Qualifications	Minimum of 5 GCSE's including Maths and English	E	AF
	Studying for an Accountancy qualification	D	AF
Experience	Experience of working in a busy customer orientated office environment.	E	SS1 , AF
	Experience of Accounts Payable functions	E	SS2 , AF
	Working in an academic or similar institution	D	SS3 , AF
Knowledge/ Skills	Excellent IT skills including advanced knowledge of excel and a good all-round knowledge of Microsoft Office	E	SS4 , AF
	Strong organisational skills and the ability to prioritise	E	SS5 , AF
	Accuracy and attention to detail	E	SS6 , AF
	Excellent oral and written communication skills and strong interpersonal skills	E	SS7 , AF, INT
Personal Attributes	Willingness and ability to work collaboratively within a team	E	AF, INT
	A disciplined but flexible approach to work, whilst adhering to deadlines	E	AF, INT
	Displays a professional attitude towards colleagues, students and others	E	AF, INT
	Committed to embedding practices which embrace diversity and promote equality of opportunity	E	AF, INT
	Demonstrates initiative and the ability to use judgement when appropriate	E	AF, INT



Key:

PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae,
 SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.

21. Organisation chart (optional)

To show where the role fits within the department or division.

22. Date

December 2024



About City St George's, University of London

City St George's, University of London is the University of business, practice and the professions.

City St George's attracts around 27,000 students from more than 150 countries.

Our academic range is broadly-based with world-leading strengths in business; law; health and medical sciences; mathematics; computer science; engineering; social sciences; and the arts including journalism, dance and music.

In August 2024, City, University of London merged with St George's, University of London creating a powerful multi-faculty institution. The combined university is now one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students.

City St George's campuses are spread across London in Clerkenwell, Moorgate and Tooting, where we share a clinical environment with a major London teaching hospital.

Our students are at the heart of everything that we do, and we are committed to supporting them to go out and get good jobs.

Our research is impactful, engaged and at the frontier of practice. In the last [REF \(2021\)](#) 86 per cent of City research was rated as world leading 4* (40%) and internationally excellent 3* (46%). St George's was ranked joint 8th in the country for research impact with 100% of impact cases judged as 'world-leading' or 'internationally excellent. As City St George's we will seize the opportunity to carry out interdisciplinary research which will have positive impact on the world around us.

Over 175,000 former students in over 170 countries are members of the City St George's Alumni Network.

City St George's is led by Professor Sir Anthony Finkelstein.



St George's School of Health and Medical Sciences currently offers a range of employee benefits:

Salary: £29,659 pa, (pro-rated for part-time staff). The salary range for **CSG 4** is £29,659 – £33,232 and appointment is usually made at the minimum point.

Hours: 35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.

Annual leave: 30 days per annum. Plus eight UK public holidays and four days when City St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.

Pension: Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)

[London Pension Fund Authority \(LPFA\)](#)

[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\) \(existing members only\)](#)

Flexible working Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.

Travel City St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).

Gift Aid If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.

Sports and Leisure Facilities Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by City St George's, University of London staff.

Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](#).



Shops and facilities There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.

Informal enquiries

Informal enquiries may be made via email to: lrtnaku@sgul.ac.uk

Making an application

All applicants are encouraged to apply online at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk

Closing date: **Friday 10 January 2025**

Interview date will be TBC. As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **730-24-R**

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

