

## Role and responsibilities

### Identity

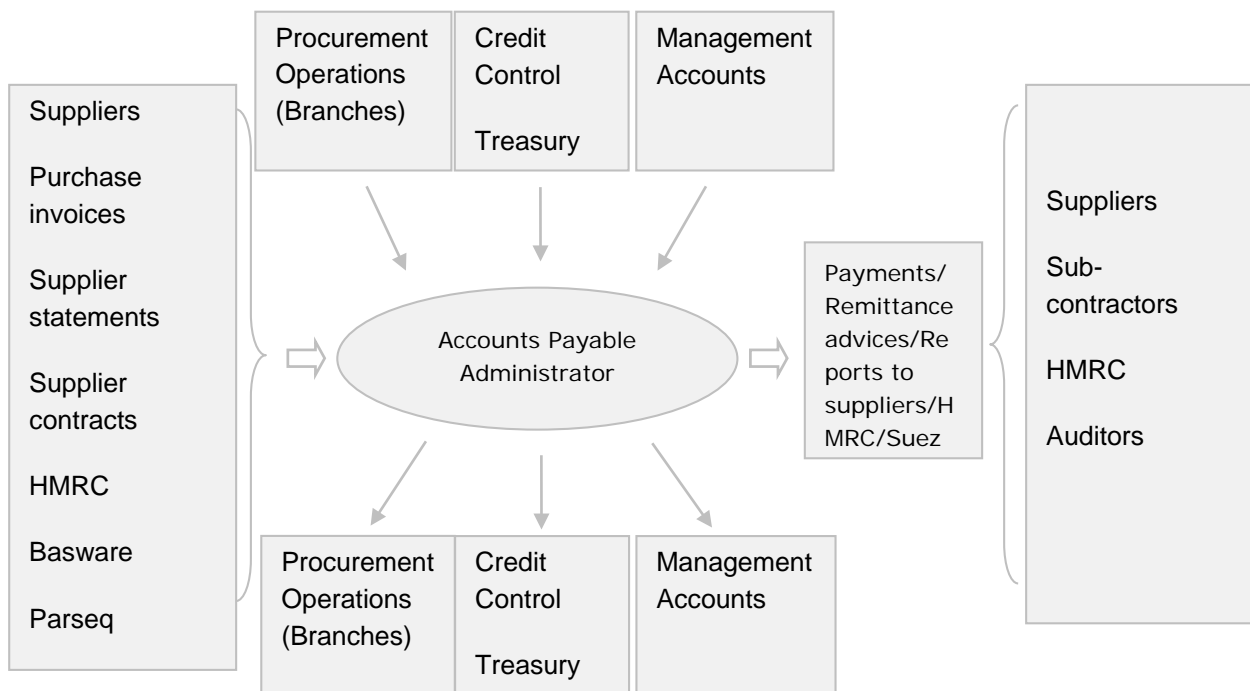
<b>Position title</b>	Accounts Payable Administrator
<b>Date</b>	December 2015
<b>Line Manager title</b>	Accounts Payable Manager
<b>Grade</b>	13

### Purpose

(the 'why' of the position, within which limits and according to what objectives)

<b>Why</b>	To make payments to suppliers which have been approved by the business in accordance with the agreed supplier terms
<b>Within</b>	The scope of Suez Environnement's Financial P & P's
<b>According to</b>	The strategy of the Finance Department

## Key stakeholder interaction network



## Ideal candidate experience

Previous experience of Working in an AP environment within a large organisation

Ability to influence in order to get valid invoices / information

High standard of grammatical English

Good basic arithmetic skills, comfortable working with numerical data.

Fluent in Excel including the ability to create Pivot tables and utilise lookup formula.

Experience of controlling a high volume of accounts in a multi site / BU operation.

The ability to plan and prioritise workflow

Excellent communication skills both written and verbally at all levels

Effective team player

AAT qualified or studying towards is desirable but not essential

## Area one - Internal Customer

Details	Delivery measure
<p>Analyse invoice queries by type &amp; record in appropriate style</p> <p>Communicate invoice queries to Branch administration/supplier via spreadsheet, scanning &amp; phone.</p> <p>Where approval documentation is not 100%, decide on appropriate action ie sign off &amp; process payment / raise query</p> <p>Collaborate with Branches to resolve invoice queries.</p> <p>Advise &amp; coach Branch administration as necessary on processes &amp; software use.</p> <p>Inform Branches of potential "on stop" suppliers.</p> <p>Monitor and proactively manage communication with reciprocal customers and influence the internal commercial decisions to avoid these accounts going "on stop".</p> <p>Work with the Credit Control team, understand the relationship with suppliers who have a reciprocal business relationship with SUEZ and how these accounts should be managed effectively.</p> <p>Communicate with Procurement to ensure that purchase ledger database is well maintained.</p> <p>Liaise with Management Accounts to ensure the purchase accruals are accurate e.g. ticket write offs.</p> <p>Check accuracy &amp; validity of expense claims &amp; pay</p> <p>Extract cheque requisitions from SPOPS &amp; generate payments to one off suppliers. Analyse by expense type for Procurement. Receive manual cheque requisitions from the business, process &amp; pay</p>	<p>Branch feedback</p> <p>Sign off total</p> <p>Query levels low</p> <p>Branch feedback</p> <p>Review of "on stop"</p> <p>Review of reciprocal "on stop"</p> <p>Customer knowledge</p> <p>PL database review</p> <p>Purchase accruals review</p> <p>Expense claim rejection sheet</p> <p>Cheque rec spreadsheet</p>
In order to	Maintain continuity of supply from all suppliers & in particular business critical suppliers. Ensure that payments made are correct, valid & approved.

## Area two - External customers

Details		Delivery measure
<p>Build relationships with suppliers to continuously improve the Accuracy, validity &amp; format of invoices received.</p> <p>Negotiate solutions with suppliers when invoices are in Dispute to maintain supply .</p> <p>Communicate with suppliers to explain the Suez payment Process e.g. SPOPS/CLEAR, so suppliers understand how to help get their invoices paid on time.</p> <p>Review &amp; reconcile supplier statements to ensure Completeness of payment &amp; that credits are taken</p> <p>Pay suppliers in accordance with contractual term.</p>		<p>Review of invoices / invoices returned</p> <p>Review "on stop"</p> <p>Review on time payments %</p> <p>Supplier statements clear of old items</p> <p>Days purchases outstanding</p>
In order to	Pay suppliers in accordance with contractual terms to maintain continuity of supply	

## Area three - Best Practice implementation

Details		Delivery measure
<p>Prioritise their own workload to process invoices in appropriate order</p> <p>Communicate with Management to give notice of potential problem accounts</p> <p>Communicate with colleagues to ensure efficiency of processing</p> <p>Understand relevant databases so warnings can be heeded.</p>		<p>Review of invoices not processed</p> <p>Review of problem accounts</p> <p>Departmental KPI's</p> <p>Review of duplicate payments</p>
In order to	Ensure that the department works in an efficient, cost effective manner and only makes payments which are valid & approved	

## Area four - Legislative compliance

Details		Delivery measure
<p>Understand &amp; implement the HMRC regulations with regard to supplier invoices (e.g. VAT/LFT/CIS)</p> <p>Have a working knowledge of the company expenses policy &amp; Concur software to be able to check expense claims for adherence to policy &amp; HMRC requirements</p>		<p>HMRC compliance</p> <p>Expense claim compliance %</p>
In order to	Ensure compliance with relevant HMRC legislation & company policy	

## Area five - People

Details		Delivery measure
<p>Share best practise with colleagues on the processes within the department &amp; train new starters as required (there being no external training available on CS3/CLEAR/SPOPS)</p>		<p>Capability and consistency of AP staff</p>
In order to	Ensure that workload is dealt with on a consistent & best practice basis, and new starters are properly trained.	

## Please note

1. In line with our Values and Ethics Charter, the job holder is expected to:
  - Act in an honest, responsible and respectful manner to others.
  - Be responsible for their own professional conduct.
  - Comply everywhere and in all circumstances with the laws and regulations connected with their activities.
  - Comply with our obligations to other parties such as shareholders, associates, clients, suppliers and the community.
  - Ensure the health, safety and wellbeing of employees, customers and other personnel at all times.
2. The content of this job description reflects the main duties and responsibilities of the job and are not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.