



## **ACCOUNTS PAYABLE ASSISTANT**

**Pay Band E / SCP 7 - 11**

**£19,554.00 - £21,166.00**

**36 hours per week**

**12 months temporary (with a view to become permanent)**

**Job reference: V72**

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Dear Applicant

**Post of Accounts Payable Assistant**

Thank you for your enquiry about the post at Volair Ltd.

Please find enclosed further details about the post and an application form for you to complete and return by 5pm on Wednesday 11<sup>th</sup> December 2019.

Interviews are likely to take place within two weeks of the closing date. If you have not heard by then you should assume that your application has been unsuccessful. If you would like receipt of your application to be acknowledged, please enclose a stamped addressed envelope with your completed form.

Volair Ltd places great importance on maintaining high levels of attendance at work and all Directorates operate under well-established guidelines to monitor and control absence. If you are successful at interview, Volair Ltd will be seeking references and your present or last employer will also be asked to give details of your sickness and attendance record over the last three years.

If you require any assistance during the selection process due to a disability, please contact me as soon as possible on telephone number 0151 443 4160. For example you may need a sign language interpreter, require an accessible interview room, or need help completing a written application (taped applications may be submitted by prior agreement).

Please note that Volair Ltd will disqualify any applicant who directly or indirectly seeks or canvasses the support of any Councillor for any appointment with the Council.

You should email your application to: [hr@volair.org.uk](mailto:hr@volair.org.uk)

I look forward to receiving your application and thank you for your interest in this post.

Yours faithfully

*Clare Kerr*

Clare Kerr  
HR, Pensions and Payroll Administrative Officer



Our shared vision - to make Knowsley: ***The Borough of Choice***

*“We want Knowsley to have a sustainable and diverse population with successful townships that provide a sense of place and community.”*

CORE VALUES:			
Act with integrity	Being accountable	Openness and transparency	Respect for people
<ul style="list-style-type: none"> <li>▪ Demonstrates honesty, reliability and trustworthiness</li> <li>▪ Does the ‘right’ thing</li> <li>▪ Demonstrates consistency</li> <li>▪ Acts according to a consistent set of morals, values and principles at all times</li> </ul>	<ul style="list-style-type: none"> <li>▪ Acknowledges and assumes responsibility for actions and decisions</li> <li>▪ Takes ownership and responsibility for resulting consequences and does not seek to apportion blame on others</li> </ul>	<ul style="list-style-type: none"> <li>▪ Makes decisions in an open and transparent manner</li> <li>▪ Shares information whenever possible</li> <li>▪ Explains when information can’t be shared</li> <li>▪ Is open to new ideas and new ways of working</li> </ul>	<ul style="list-style-type: none"> <li>▪ Champions equality and diversity with all people at all levels</li> <li>▪ Treats people in the way they would like to be treated</li> <li>▪ Values people and their contributions</li> <li>▪ Shows consideration for others through thought and action</li> </ul>





## Conditions of Service

<b>Post</b>	Accounts Payable Assistant
<b>Employment status</b>	12 Months Temporary (with a view to become permanent)
<b>Grade</b>	Pay Band E / SCP 7-11
<b>General</b>	The conditions in the National Joint Council for Local Authority Services (Green Book) will apply.
<b>Salary</b>	£19,554.00 - £21,166.00
<b>Basic annual leave</b>	158.40 hours per annum
<b>Medical</b>	The successful applicant will be required to complete a medical questionnaire and may also be required to undergo a medical examination.
<b>Training</b>	Volair Ltd encourages training and development for all employees.
<b>Pension</b>	If eligible you will be automatically enrolled into NEST
<b>Car status</b>	Not applicable



## **VOLAIR LIMITED**

### **JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>ACCOUNTS PAYABLE ASSISTANT</b>
<b>SALARY</b>	<b>£19,554.00 to £21,166.00</b>
<b>RESPONSIBLE TO</b>	<b>FINANCE OFFICER</b>
<b>DATE REVIEWED</b>	<b>JANUARY 2016</b>

### ***Job Purpose***

The post holder will be part of the finance team functioning within the business to provide support in delivering its purchasing and payment services.

The post holder will be expected to undertake specific duties in relation to the company's accounts functions as well as any other duties and responsibilities commensurate with the grade which will assist the company in meeting its objectives or contribute to the post holder's personal development.

### **DUTIES AND RESPONSIBILITIES**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

#### **Main Job Tasks and Responsibilities**

1. review and verify invoices and check requests
2. sort, code and match invoices
3. set invoices up for payment
4. enter and upload invoices into system
5. track expenses and process expense reports
6. prepare and process electronic transfers and payments
7. prepare and perform bacs runs
8. post transactions to journals, ledgers and other records
9. reconcile accounts payable transactions
10. prepare analysis of accounts



11. monitor accounts to ensure payments are up to date
12. research and resolve invoice discrepancies and issues
13. maintain vendor files
14. correspond with vendors and respond to inquiries
15. produce monthly reports
16. assist with month end closing
17. assist with yearend closing
18. provide supporting documentation for audits

### **Education and Experience**

1. knowledge of accounts payable
2. knowledge of general accounting procedures
3. knowledge of relevant accounting software, preferably Oracle Financials
4. proficient in data entry and management
5. 1-3 years accounts payable or general accounting experience
6. Knowledge of Microsoft Packages, particularly Outlook, Word and Excel

### **GENERAL RESPONSIBILITIES**

1. To liaise with staff and management within the company or other agencies as required.
2. To uphold equal opportunities in employment, in advice and in service delivery
3. To comply with all requirements of the Health & Safety legislation and Volair policy, taking appropriate action where necessary
4. To comply with the company's Standing Orders and financial regulations

### **HEALTH AND SAFETY**

1. To use equipment as instructed and trained
2. To inform management of any health and safety issues which could place individuals in danger



<b>Person specification</b>			
<b>Post title</b>	Accounts Payable Assistant	<b>Salary</b>	£19,554.00 - £21,166.00

**\*\*\* This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months \*\*\***

<b>Criteria</b>	<b><i>Essential requirements</i></b>	<b>* M.O.A</b>
<b>Skills, knowledge, experience etc</b>		
1	Able to organise and prioritise effectively	A/I
2	Has good attention to detail and accuracy	A/I
3	Able to maintain confidentiality	A/I
4	Excellent communication skills	A/I
5	Good information management skills	A/I
6	Proven experience of problem-solving skills	A/I
7	Good team worker	A/I
8	The ability to meet deadlines	A/I
9	Experience of using Oracle Financials (Desirable)	A/I
<b>Qualifications</b>		
9	<i>AAT Accountancy Level 2 (Desirable)</i>	A/I
10	<i>AAT Accountancy Level 3 (or be working towards) (Desirable)</i>	A/I
11	<i>To attend ongoing training as specified by the management team and ensure that continuous professional development (CPD) is achieved in line with industry best practice and management policies.</i>	A/I
<b>Health and safety</b>		
10	Ability to use equipment as instructed and trained	A/I
11	Ability to inform management of any health and safety issues	A/I
12	which could place individuals in danger	A/I



	Ability to operate and ensure customers safety at all times	
<b>Personal attributes and circumstances</b>		
14	Commitment to continual professional development	A/I
15	Ability to work evening, weekends and Bank Holidays as required.	A/I

**\*Method of assessment (\*M.O.A)**

**A** = Application form

**C** = Certificate

**E** = Exercise

**P** = Presentation

**T** = Test

**I** = Interview

**AC** = Assessment centre

<b>Date</b>	<b>Approved by authorised manager</b>	<b>Designation</b>
19.1.16	Sam Goodwin	Principal Business Manager



We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.