



POWERING YOUR CAREER

**Officer – Accounts Payable
Role Profile**

Officer – Accounts Payable

Location: Shiremoor

Directorate: Finance

Job Ref No: R5571

Do you want to help power your career and be part of an evolving energy industry?

An exciting opportunity has arisen for an enthusiastic colleague to join our Accounts Payable Team.

At Northern Powergrid, our vision is to be the best energy company in serving 3.9 million homes and businesses, whilst delivering a sustainable energy solution. As a dedicated member of the Accounts Payable team, you will be an integral part of achieving this, while always striving to keep our customers power flowing.

As an Officer within the Accounts Payable team, you will be at the forefront of the function working closely with the Team Leader, Coordinator and all the assistants in ensuring the team work together to make all necessary payments to suppliers and customers as per their agreed contractual payment terms. This role is also key in the full Procure to Pay (P2P) process where you will act as one of the first points of contact to those wanting to arrange payments for goods and or services ensuring all the relevant rules and controls have been followed to allow payments to be made.

Essential to the payments process are the payments systems themselves, so you will have responsibility for these ensuring they are working and maintained daily and at any time where they are not working as expected then you will act as the first point of contact to get the systems back on-line as soon as possible.

This role requires that all the key controls that underpin the payment process are being implemented and the Policies, Codes of Practice and section level documents are up to date.

As the Officer, system and process changes will need careful planning, testing, and implementing and when completed the rest of the team will need training in the changes that are coming into effect.

Other key responsibilities include but are not limited to are monthly control account reconciliation, VAT account reconciliation, Company Barclaycard expenditure administration, Construction Industry Scheme (CIS) submissions and Supplier Late Payment reporting.

Along with a competitive salary between £34,953 - £39,804, we also offer great benefits such as;

- Enrolment into our pension scheme
- 25 days holiday

We're excited to hear from candidates with a passion for our company and the energy industry and a desire to succeed. [Apply now](#) and we'll be in touch.

Key Responsibilities and Accountabilities

1. Acting as the single point of contact for the AP module within the Core Financial System (CFS) and the Oracle eBusiness in order to support the day-to-day work of the AP team.
2. Being the subject matter expert who is expected to know how to use the AP module and have sufficient background and business knowledge to train and explain to the wider AP team the technical changes driven by the business needs.
3. Supporting the team leaders, coordinators, and assistants on a day-to-day basis.
4. Providing in depth knowledge in areas such as system upgrades and functional testing.
5. Facilitating audits (internal and external) and implementing any actions that come from these.
6. Monthly control account reconciliation work including the monthly VAT return, Barclaycard expenditure return, the Construction Industry Scheme return and the Supplier Late Payment report.
7. Acting as a point of contact in first- and second-line support and to triage IT support calls.
8. Translating business requirements into system user requirements which can then be developed by the technical support team.
9. Managing workload (in conjunction with the AP Team Leader and Coordinator) to ensure all payments are made to their agreed contractual terms.

Key Competencies

1. Be recognised as someone who can be seen as leader and specialist within the team.
2. Someone who can work on their own and be a 'self-starter' or lead a team.
3. Have experience in IT development such as planning key deliverables, monitoring project plans, the construction of test scripts including expected results.
4. The ability to communicate at an excellent standard using all formats.
5. The ability to understand and interpret data to help process improvement initiatives and provide timely and accurate reports and key information.
6. Hold an excellent knowledge of how the Core Financial Systems AP module works and fits within the wider CFS eBusiness suit.
7. Excellent organisational and time management skills, including the ability to manage multiple priorities and meet business requirements.
8. Ability to adapt to change and meet performance standards.
9. Ability to meet performance targets/goals.
10. Ability to prioritize workload, switching tasks to deliver key business requirements

Qualifications and Attributes

Essential Qualifications and Experience

- 2 A-Level's or equivalent, or an HNC in business finance
- 3yrs experience using CFS Oracle E-Business suit

Desirable Qualifications and Experience

- Degree or above in a finance/numerate subject
- 5yrs experience working within an AP function using Oracle R12

[Click here to apply today](#)

Visit northernpowergrid.com/careers to find out more about this and other career opportunities.

Posted: 11 January

Closing date for applications: 25 January

This role will be subject to a credit check

Applicants are considered on the basis of their suitability for the post irrespective of sex, marital status, sexual orientation, gender re-assignment, race, age or disability, in accordance with the Equality Act 2010.