

# Finance Operations Manager - Accounts Payable



Working better together  
for our residents

## Finance

### All about us

We're a not-for-profit organisation with a focus on providing quality homes at below-market rents for people who would otherwise struggle to afford them. We are both a landlord and a developer, with more than 60,000 existing homes and 8,000 more in our pipeline, and a well-established commercial business from which we reinvest surpluses to support the provision of below market-rent homes across the capital.

### What's it all about

You will manage and take responsibility for all aspects of invoicing and supplier payments in the Accounts Payable function including payments, cash postings and bank reconciliations in the Cashbook function.

### How you'll make a difference

As a senior member of the Finance team, you will drive a customer centric ethos and continuous improvement culture within our Finance team, ensuring all finance services deliver the best outcomes for our residents

### How you'll do it

- To ensure that the Group's suppliers are paid promptly against properly authorised invoices.
- Maintain accurate data, managing large complex data sets on excel and in-house systems
- Engage in continuous analysis of financial data, identifying trends, variances and areas for improvement
- Review and control bank and balance sheet reconciliations
- Oversee the monthly CIS return for 3rd party suppliers, ensuring accurate data and payment submitted to HMRC within set guidelines.
- To align the services delivered by the Accounts Payable teams with the needs of the business management teams.
- Ensure internal controls and financial policies are annually reviewed and updated
- Maintain a comprehensive and up to date knowledge of all relevant legislation, procedures and best practice for the Accounts Payable function.
- Champion for the NHG purchase order processing system and take the lead on ensuring the system is used to best effect
- Deliver continuous performance improvements across the function
- Maintain an accurate overview of all risks and issues within the AP environment, mitigating then where possible and escalating to the Head of Finance Operations when necessary

- Review weekly BACS payment runs for multiple entities, ensure that they are properly authorised and paid within agreed payment terms
- Manage and mentor the AP Team Leaders and the broader Accounts Payable function fostering a culture of continuous learning and professional development.

### All about you

#### Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail. This role is at manager level.

#### Essential knowledge, experience, skills and qualifications including professional membership

- Prior experience running an Accounts Payable Function in a large complex business
- Strong grounding in accounting principles; resolution of problems identified by working collaboratively with suppliers and management across the business
- Strategic thinking ability; capable of analysing complex data to develop solutions and make data driven decisions
- Knowledge of month-end routines for preparation of reporting and reconciliations
- Strong communication and interpersonal skills; work collaboratively with internal and external stakeholders
- Experience influencing operational activities across all areas of the business
- Proficiency in Excel; knowledge of D365 and Power BI preferred
- Studying towards a CCAB recognised accounting qualification with supporting CPD.
- Uphold ethical principles including integrity, objectivity, professional competence, confidentiality, and professional behaviour