

## 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.

### How you'll make a difference

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

### What's it all about

As a valued 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

- Undertake the the accurate and timely processing of invoices ensuring adherence to procedures and financial regulations.
- Ensure supplier accounts reconciled in line with statements provided
- Maintain a working knowledge of all relevant legislation, procedures and best practice for the Accounts Payable function.
- Deal with late payment inquiries, providing regular updates to all interested parties
- Liaise with internal and external stakeholders, resolving disputes and providing support in relation to our Purchase to Pay process.
- Deliver continuous performance improvements across the function
- Maintain accurate data, managing large complex data sets on excel and in-house systems

### 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 working in an Accounts Payable Team in a large complex business
- Good understanding of the principles of double entry bookkeeping and the implications of accounting entries in general
- Proven experience of managing a workload as part of a medium sized team in a high volume transactional organisation
- Able to resolve complex payments issues through data analysis and proven problem-solving techniques
- Good understanding of month-end routines for preparation of reporting and reconciliations
- Strong communication and interpersonal skills; work collaboratively with internal and external stakeholders
- Proficiency in Excel; knowledge of D365 preferred
- Ideally studying towards an AAT or CCAB recognised accounting qualification with supporting CPD (study support is available where applicable)
- Uphold ethical principles including integrity, objectivity, professional competence, confidentiality, and professional behaviour