

Finance Operations Manager – Accounts Payable



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What's it all about

> Finance > Finance Operational Hub

As a manager in the finance operational hub, you will be responsible for the essentials of the accounts payable function being the key organisational contact for internal and external stakeholders.

Leading a team of accounting professionals, to deliver a reliable and proactive customer focussed transactional finance service for the group.

How you'll make a difference

As an Accounts Payable Operations Manager you will contribute to a seamless payment cycle/process, thus contributing to financial health and success of NHG by managing payments effectively, improving processes and optimising vendor relationships.

How you'll do it

Proactively build positive and productive relationships with internal and external stakeholders including resolving any complex payment issues or disputes in a timely and professional manner.

Work together with relevant business partners to ensure a robust monthly reporting as it relates to transactional activities.

- Streamline the accounts payable process to result in a more efficient financial system.
- Deliver continuous performance KPIs and supporting analysis to provide meaningful insights to the organisation's financial health for senior management.
- Continuously review and recommend improvements to the accounts payable process to increase efficiency and reduce manual tasks by implementing automation, streamlining workflows and identifying areas for improvement.
- Safeguard all accounts payable processes complying with financial regulations and accounting standards including rigorous monitoring for fraud and implementing controls to mitigate risk.

- Effectively promote collaborative approaches to engage teams to work successfully to deliver the objectives of the Better Together strategy.
- Provide relevant senior level advice and guidance as required.
- Ability to manage, develop, appraise and performance manage staff to ensure they are fully motivated to achieve best performance.

- Ensure that you follow and keep up to date with all relevant Notting Hill Genesis and statutory policies and related procedures including health and safety and financial regulations.

- Hybrid arrangements - at least three days a week in an office. On other days, working from home may be possible, depending on the work and the interaction required.

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. Please refer to the framework. [Values and behaviours - Milo \(nhg.org.uk\)](https://nhg.org.uk) This role is at **manager** level.

This is a people manager role. Please refer to our people manager standards. [People manager standards - Milo \(nhg.org.uk\)](https://nhg.org.uk)

Essential knowledge, experience and skills including qualifications and professional membership



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- Part/fully qualified CCAB desirable or qualified by experience with proven experience within an accounts payable management role essential
- Demonstratable experience of management in a customer service environment by overseeing and ensuring consistent, high-quality interactions, resolving escalated issues effectively
- **Advanced** IT and systems skills including Microsoft office and ERP systems
- Demonstrate effective and confident interpersonal and communication skills (both written and oral) with the ability to engage with a range of audiences both internally and externally, and work in genuine collaboration with others
- Capability for analysing complex data, recommending alternative solutions to senior management