



JOB DESCRIPTION

Job Title:	Payments Assistant
Department / Unit:	Finance
Grade:	RHUL 4
Accountable to:	Payments Team Leader
Accountable for:	n/a
Purpose of the Post	
<p>The post holder will be the first point of contact for all account payable queries, ensuring prompt, accurate and timely payment of suppliers and other payments.</p> <p>Carry out a variety of Accounts Payable duties to ensure the smooth running of the Accounts Payable function. The role is varied and includes the processing of supplier invoices & staff expenses, payments to suppliers & staff and reconciliation of supplier statements.</p>	
Key Tasks	
<ul style="list-style-type: none"> • Take responsibility for timely and accurate processing of invoices and credit notes from suppliers and payment claims received from internal and external are processed in a professional manner ensuring compliance and payment dates are met. 	
<ul style="list-style-type: none"> • To check, input and match purchase invoices to the appropriate purchase orders to ensure that the invoiced quantities and prices are in agreement with the original purchase orders or investigation where no order exists. 	
<ul style="list-style-type: none"> • Timely and accurate checking of online staff expense claims, matching receipts to claims where appropriate and authorisation of claims where correct. Re-distribute incorrect claims to staff in a timely and sensitive manner, assisting staff to re-submit claims. 	
<ul style="list-style-type: none"> • Timely and accurate processing of manual (non-online) expense claims. 	
<ul style="list-style-type: none"> • To process weekly BACS payment run. 	
<ul style="list-style-type: none"> • To deal with queries, both internal and external, concerning purchase orders, invoices and payments made by the University. 	
<ul style="list-style-type: none"> • Periodic reconciliation of supplier accounts to supplier statements – in order to ensure the accuracy of payables data. 	

<ul style="list-style-type: none"> • Ensure credit balances are reviewed and refunds are requested from suppliers in a timely manner.
<ul style="list-style-type: none"> • Assisting with the opening and distribution of the daily Departmental post.
<ul style="list-style-type: none"> • Liaise with the Procurement Team in connection with the maintenance of the supplier masterfile.
<ul style="list-style-type: none"> • Liaise with the Procurement Process Manager in connection with system enhancements/developments to ensure they are appropriately tested. Also assist in developing and documenting Accounts Payable procedures and supporting instructions.
<ul style="list-style-type: none"> • Administration and maintenance tasks in the finance system to support the procure to pay process.
<p>Other Duties</p>
<p>The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p>
<p>Internal and external relationships</p>
<p>The following list is not exhaustive but the post holder will be required to:</p> <ul style="list-style-type: none"> • Liaise with all levels of staff including senior managers when required to process expense claims and efficient processing of supplier invoices • External relationships with suppliers and organisations, providing information on payments of invoices and general issues. • Liaise with the students to ensure timely expense payments