



SUPPORTING FAMILIES
WITH A SERIOUSLY ILL CHILD

Accounts Payable Executive

Department:	Finance
Job title:	Accounts Payable Executive (3 days a week)
Reports to:	Finance Manager
Based at:	Head Office
Salary:	Up to £33K per annum (pro rated to £19,800)

Job Summary

The Accounts Payable Executive is responsible for providing an efficient and accurate administrative support to the Finance Team within Rainbow Trust. The role is integral to the smooth running of the Finance department, with responsibility for providing a comprehensive and efficient service.

The Finance team provides financial control and ensures the effective processing and delivery of management data to inform constructive decision making and future planning by the Senior Leadership Team and Trustees. Responsible for the end-to-end processing of the account payable function and supplier management. As well as supporting the processing of staff expenses and credit cards to meet payroll deadlines and assist with payroll changes on an ad-hoc basis. Maintaining e-mail inboxes efficiently and friendly communication with staff and suppliers is key to this role.

The post holder will observe strictest confidence, live the Rainbow Trust Values, and effectively communicate with our employees, volunteers and suppliers over the telephone, email and face to face.

Rainbow Trust Children's Charity enables families who have a child with a life-threatening or terminal illness to make the most of time together, providing expert, practical and emotional support, where they need it for as long as it is needed. For families living with childhood illness, time is everything.



Areas of Responsibility

(Specific to role)

- Process the end-to-end Accounts Payable function, including invoice processing, coding, approvals and supplier statement reconciliations
- Accurately maintain the organisation's Accounts Payable ledger, ensuring supplier invoices are accurately paid in a timely manner within agreed terms
- Ensure purchase invoices, purchase orders and all expenses have been properly authorised and coded in line with company policy.
- Manage supplier accounts paid by direct debit and liaise with internal stakeholders as necessary
- Ensure that new suppliers are set up on internal systems and in accordance with policy
- Maintain accurate records of transactions and ensure the General Ledger contains all necessary details to enable accurate management information
- Prepare weekly & monthly supplier payment runs ensuring SLT approval
- Reconcile supplier accounts and resolve discrepancies or queries with suppliers and internal stakeholders in a professional manner and knowing when to request support
- Contribute to process improvements within Accounts Payable
- Receive, process and file staff expense claims for payment and settlement through payroll in accordance with company policy
- Process Company credit cards in accordance with company processes and policy
- Prepare and post journals as part of the month-end close process
- Assist the Finance Manager with accruals and other supporting schedules for month-end reporting and balance sheet account reconciliations
- Provide support to the finance team during peak periods and with the annual audit
- Contribute to ad hoc finance tasks and departmental projects as required
- Provide support to non-finance staff to ensure adequate understanding of financial processes and information to ensure adequate financial control for the completeness and accuracy of financial records

General Responsibilities

Leadership & Strategy

- Provide constructive and positive leadership that inspires colleagues, volunteers and interns
- Operate in compliance with relevant legislation, best practice, and policy
- Commit to the Performance Management Process and develop stretching objectives to meet the strategic plan
- Take responsibility for own professional development following the PMP process
- Live the Rainbow Trust values

Working with Customers and Service Delivery

- Build effective working relationships with other functions to better support your role and ensure efficient and controlled recording of income and direct costs
- Liaise effectively with external suppliers (eg, payroll bureau) to deliver an excellent service
- Act as a representative of the charity to a variety of external and internal audiences, in different contexts and events
- Ensure requests for information and action from supporters are responded to promptly and their reasonable expectations are met
- Report any complaints received to the team from supporters, suppliers or any other external or internal contacts
- Relay information and supporter contact to the appropriate internal contacts.

Operational and Project Planning

- Develop and proactively manage own work programme in consultation with line manager to weekly, monthly, quarterly and annual timeframes
- Take individual responsibility for agreed objectives, targets, and budgets
- Monitor project and work programme progress against agreed KPI's and targets and report any variance
- Organise own time and resources effectively and use initiative.

Developing, Maintaining Systems and Procedures

- Effectively use relevant database and suite of MSOffice products to keep records current, complete and accurate
- Take a continuous improvement approach to activity striving for maximum efficiency and effectiveness
- Ensure data relevant to areas of responsibility and activity is appropriately recorded and stored in the database or excel documents
- Utilise and interrogate data to monitor progress towards individual objectives
- Contribute to wider data collection and analysis exercises across the department
- Ensure systems and processes for managing data comply with the organisation's data protection obligations, GDPR, charity law and other legal requirements.

People Management and Development

- Support in the recruitment and retention of high calibre volunteers and interns through effective supervision (following best practice guidelines for managing volunteers/interns)
- Inspire and provide advice and support to volunteers and interns under the direction of line manager and to Volunteer Management guidelines
- Recognise and value the contribution of volunteers.

Team Working and Collaboration

- Act as a source of knowledge and expertise to colleagues and provide timely advice in line with policies and procedures and provide timely advice in line with policies and procedures
- Work closely with the Finance Manager and Finance Director to ensure month-end deadlines are met
- Collaborate effectively with colleagues in all teams to deliver on priorities and objectives
- Proactively participate in team meetings and away days, including SBI feedback as well as annual staff conference
- Attend training as necessary in order to meet changing needs, new technological developments and service requirements

Special Conditions

- All staff have a responsibility to maintain an up-to-date knowledge and awareness of issues around the safeguarding of children, through the completion of the relevant training at a level commensurate with their role
- All staff must adhere to Rainbow Trust's safeguarding policies and procedures
- The post holder is encouraged to volunteer at Rainbow Trust events and may be required to travel/work outside of the office to facilitate this
- Some UK travel may be required very occasionally
- The list of responsibilities outlined above are not intended to be exhaustive and the post holder may be required to carry out other reasonable tasks or responsibilities under the direction of a manager.

PERSON SPECIFICATION

Accounts Payable Assistant



ESSENTIAL

DESIRABLE

<p>Experience (Previous roles, types of organisations)</p>	<ul style="list-style-type: none"> • Strong experience in a Finance Assistant or Accounts Payable/ Receivable role • Basic understanding of accounting principles • Understanding of accounts payable processes and month-end procedures 	<ul style="list-style-type: none"> • Previous charity experience • Experience of working in HR, Volunteering or Finance team • Experience using Sage 50
<p>Special Competencies (Specific job-related skills knowledge understanding)</p>	<ul style="list-style-type: none"> • Strong oral and written communications skills • Strong technical and analytical focus • Strong interpersonal skills with the ability to interact and develop effective relationships with a wide range of people • Use of IT systems, preferably Sage 50 or payroll experience • Strong MS Office knowledge <ul style="list-style-type: none"> ○ Office 365 – emails and diary management ○ Competent with Excel spreadsheets - ability to manage data and report on outcomes to deadline ○ Competent use of Word 	<ul style="list-style-type: none"> • Tech-savvy with solid Excel skills (lookups, pivot tables, etc.) • Confident in learning and using new systems
<p>Disposition (Influence over others, dependability, self-reliance)</p>	<ul style="list-style-type: none"> • Conscientious and disciplined approach to work, well organised and can manage and plan daily workload • Ability to prioritise according to the month-end timetable and deadlines • Thorough and accurate – seeing work through to completion • Applies high level of attention to detail and produces precise high-quality work even when repetitive • Works well within established systems, standards and procedures • Helpful and supportive team member- works cooperatively and able to deal with all levels within the organisation, demonstrating a supportive nature 	

PERSON SPECIFICATION

Accounts Payable Assistant



ESSENTIAL

DESIRABLE

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<p>Thinking Style (Practical, conceptual, innovative, traditional, change oriented)</p>	<ul style="list-style-type: none"> • Collaborative approach in a structured job environment • Works in a professional and ethical manner • Inquisitive problem solver, who enjoys starting and completing a task to a high standard • Proactive and self-starter 	
<p>Attainments (Academic & professional qualifications & training)</p>	<ul style="list-style-type: none"> • Educated to A level/or equivalent experience 	<ul style="list-style-type: none"> • AAT qualification
<p>Motivation (Influence over others, dependability, self-reliance)</p>	<ul style="list-style-type: none"> • Completing tasks accurately in a steady, methodical manner • Producing high quality error free work • Being a valued technical expert • Lead by example drawing on personal expertise 	
<p>Circumstances (Mobility, special demands of the job, unsocial hours)</p>	<ul style="list-style-type: none"> • Commitment to own continuing professional development • Ability to work flexibly 	

It is an expectation that all our employees are double vaccinated against Covid-19 (unless medically exempt)