



## Job Description

Job Element	
<b>Job title:</b>	<b>Accounts Payable Advisor</b>
<b>Department:</b>	VAT & Financial Management (Duplicates)
<b>Reports to:</b>	AP Divisional Manager
<b>Responsible for:</b>	None
<b>Location:</b>	Travel will be required as part of the role (Overnight stays will be required. The ratio of working from home / site visits will be in the region of 50% each. This will however be driven by the needs of the division and thus is subject to variations).
<b>Job summary:</b>	The key purpose of this role is to complete duplicate payment work to generate profitable incomes in all market sectors from existing and new clients against agreed targets. In addition the role will be expected to look for opportunities for additional revenue growth across all areas of the company.
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Minimum A Level or equivalent</li> <li>• Degree or equivalent is desirable</li> </ul>
<b>Profile:</b>	<ul style="list-style-type: none"> <li>• Computer literacy is essential, especially in the use of spreadsheets, word processing, and remote communications</li> <li>• Ability to communicate clearly, both verbally and in writing</li> <li>• Numerate</li> <li>• Analytical and logical in their approach with an attention to detail</li> <li>• Organisational and planning skills with the ability to work to deadlines and targets</li> <li>• Professional manner</li> <li>• Able to work on own initiative and be self motivated</li> <li>• Full UK driving licence as travel to client sites will be required</li> </ul>
<b>Principal Tasks and Activities:</b>	<p><b>Key Tasks and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Planning and scheduling Duplicate Payment reviews agreed targets and timescales</li> <li>• Managing the workload with clients in relation to areas such as start dates and findings and general client care</li> <li>• Maintain relationships with clients, understand the client history and assist in the resolution of issues and disputes</li> <li>• Updating and recording data and management information in an accurate and timely manner</li> <li>• Preparing and presenting reports/making recommendations</li> <li>• Maintain and store client and company documentation as required</li> <li>• Control and report on productivity</li> <li>• Ensure data security obligations concerning clients and the company are</li> </ul>

	<p>adhered to</p> <ul style="list-style-type: none"> <li>• Identify opportunities for additional revenue streams in all areas of the business</li> <li>• Assessment of project viability, meeting of time constraints and fee targets</li> </ul>
<p><b>Miscellaneous:</b></p>	<p>In addition the postholder will be expected to :-</p> <ul style="list-style-type: none"> <li>• Undertake training and development deemed necessary for the pursuance of the post.</li> <li>• Ensure that Health &amp; Safety is observed in the course of employment.</li> <li>• Comply with the contract of employment and company policies and procedures.</li> <li>• Comply with any reasonable requests which may be communicated by the company from time to time</li> </ul> <p>This job description does not attempt to define, in detail, all duties and responsibilities and may be subject to periodic review and alteration by the company.</p> <p>The Information Security Management System applies to the Liaison Information System and relevant assets incorporating recovery and compliance services to the public sector.</p>