



Job Description
Finance Executive - Accounts Payable

Reports to: Accounting & Reporting Manager
Based: Peterborough
Hours: Monday to Friday inclusive, from 9.00am till 5.00pm (totalling 35 hours per week).
A flexible approach to working hours is required due to the nature of the role within a busy finance team.

About Us

The Road Transport Industry is a dynamic, business critical sector upon which the UK economy depends. The Road Haulage Association (RHA) is the only UK trade association dedicated solely to the needs of UK road transport operators. It is the voice of the road haulage profession, a champion of its interests and a respected partner to the broader logistics community. We represent approximately 7,000 member companies.

Job Purpose:

To provide effective support to the Accounting & Reporting Manager, processing accounts payable transactions in a timely manner and support the wider finance team with any information they require. To be vigilant of scam / fraud at all times.

Key responsibilities and duties:

Purchase Transactions

- Processing of stock invoices ensuring data matches to purchase orders. Price and quantity discrepancies queried
- Processing of non-stock invoices, ensuring the appropriate pre-approval (signature, purchased order, capex ID) has been obtained prior to processing and coding is correct
- Process, validate and track employee expense claims to include uploading of credit card data into Webexpenses portal in agreed timescales
- Log in to appropriate online portals to obtain purchase invoices or required backup data for allocation / approval
- Follow up out-for-authorisation finance tracker in a timely manner and keep up to date at all times
- Immediate escalation of potential fraudulent/abnormal invoices or requests
- Complete new supplier account set up forms, once approved, set-up supplier in Exchequer
- Daily management of accounts payable group inbox and immediate archiving of emails that have been dealt with
- Allocate cash book postings for accounts payable in a timely manner
- All enquiries or queried invoices should be handled promptly and accurately
- Promptly file and archive (paper or electronically) all purchase ledger documents, adhering to the Companies Act retention period of 6 years. For example, invoices dated with a 2019 year need to be kept on file until 31 December 2025

Purchase Orders

- Submit non-stock purchase order requests promptly for decision. Inform requisitioner of decision and raise / distribute PO document where applicable
- Coordinate stock purchase orders to enable processing of invoices
- Refer to, and update where applicable, trackers maintained by the team – for example: PO, invoices out-for-authorisation and capex trackers

Month-end & Year-end

- Complete tasks / deliverables as per month-end timetable
- Assist with the year-end audit

Outgoing Payments

- Coordinate BACS to suppliers / staff to agreed timescales
- Coordinate faster payments as and when required and update the faster payment tracker
- Send remittances to suppliers / staff for payments made

Credit Cards

- Process credit card request forms with bank
- Validate and process employee credit card expenses in a timely manner
- Closely monitor, track and chase employee credit card expenses in a timely manner

Reconciliations

- Reconcile supplier statements and follow-up missing or queried transactions in a timely manner

Reporting

- Provide weekly aged creditor report with commentary to Financial Accountant and Accounting & Reporting Manager
- Produce weekly KPI report on company credit card expense claims, ensuring the data reconciles with the purchase ledger

Key skills:

- Professional approach to dealing with accounts payable matters
- Appreciation of confidentiality and discretion
- Strong organisational or administrative skills with attention to detail
- Strong teamwork skills
- The ability to communicate clearly and confidently with a range of people, both on the phone and face-to-face
- High proficiency in Excel
- Be proactive and aware of deadlines
- Positive 'can do' attitude
- An appetite to develop or change processes to improve efficiency

General:

- Employees are required to follow the Standard Operating Procedures (SOPs) for all finance processes
- Employees must adhere to all company policies and procedures including the RHA's Information Security & GDPR policies which outline their obligations regarding confidentiality of information including passwords
- Any other tasks which can reasonably be performed as requested by the RHA
- There may be occasions when it is necessary for duties to be undertaken away from the office
- Adhere to the Companies Act requirements related to document retention
- Adhere to Finance Team Charter

General Responsibilities:

All employees of the RHA have the following responsibilities:-

Health and Safety

- To take responsibility for your own health, safety and welfare, being conversant and ensuring compliance with the organisation's policies and procedures

Training and Development

- To undertake all reasonable training, learning and development activity designed to support you in your role

Diversity and Equality

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment

Quality Policy

- To be responsible for the activities required to support the organisation's Quality Policy

Data Protection Policy

- To be responsible for the activities required to support the organisation's Data Protection Policy.

Employee's Signature:

Date:

Manager's Signature:

Date:

Review Date:

Date: