Job Description

Job title:	Accounts Payable Assistant
Reports to:	Accounts Payable Team Leader
Responsible for:	No Direct line management responsibility

Role Overview

We make moments that matter by truly caring about our customers and ensuring they are at the heart of everything we do.

Like us, you are committed to exceptional customer service, and working hard to ensure our customers feel valued, heard, and supported. We deliver affordable homes and build better futures by actively listening to the needs and aspirations of our customers. We work to create communities where people feel safe, secure, and empowered. By fostering open communication, offering tailored services, and continually striving for excellence, we all aim to build lasting relationships that go beyond housing – enhancing lives and contributing to thriving, vibrant communities where everyone can feel good to be home.

As an Accounts Payable Assistant you will process all Accounts Payable data accurately and efficiently while providing courteous service to both internal and external customers. You will ensure the accurate processing of supplier invoices and payments in line with company policies and maintain responsibility for the accounts payable BACS payment run. Your role will be critical in supporting the Accounts Payable Team Leader to achieve corporate and business objectives.

Core Values Alignment

We live and breathe our values. We are Smart, Driven, Caring, and Inclusive. Our colleague and leader competency framework underpins this and helps provide focus and clarity around the behaviours and attributes that are expected at Accent. Our focus on value for money ensures that we continue to spend wisely, work productively and make the best use of our resources. This is all about how we do things: it's what we expect everyone to embrace and work towards in their roles.

As part of the Accounts Payable team, you will uphold Accent's values by providing high-quality service and maintaining financial accuracy. Your proactive communication and attention to detail will embody our mission to foster a supportive and collaborative work environment. You will contribute to maintaining the organisation's commitment to excellence and Value for Money (VfM), while ensuring compliance with internal policies, including health and safety and diversity. Your work will also help to strengthen relationships with suppliers and internal colleagues, reinforcing Accent's reputation as a trusted partner.



Key Responsibilities and Duties

- Process supplier invoices via the finance system accurately and efficiently, ensuring that all payments are made in accordance with agreed terms.
- Take responsibility for accounts payable BACS payment runs, ensuring remittance advice is distributed via email to suppliers promptly.
- Check contractor certificates for accuracy and ensure payments are made as per contractual agreements, avoiding any delays in payments.
- Reconcile supplier statements on a monthly basis, following up on outstanding invoices to ensure accounts are up to date.
- Monitor and action reminders for payment final notices, court summons, or credit applications received, acting promptly to prevent issues.
- Process and match direct debit invoices manually where required, ensuring all financial transactions are correctly recorded.
- Liaise with the Development, Sales, Leasehold & Homeownership teams to manage payment certificates and ensure the timely processing of development invoices.
- Liaise with the Asset & Compliance team to ensure all repairs and maintenance invoices for both capital and revenue works are processed and ready for payment on the relevant due dates
- Handle queries from internal and external customers in a professional manner, ensuring all inquiries are resolved quickly and satisfactorily.
- Ensure compliance with Accent's purchasing procedures and assist in any projects as requested by the Accounts Payable Team Leader.
- Undertake any additional duties as required by your Line Manager to meet the operational needs of the business.
- Build relationships with internal and external stakeholders
- Ensure all mail boxes are actioned in timely manner

The must haves:

- Maths and English GCSE grade C or above (or equivalent)
- Significant experience working in an Accounts Payable department
- Proficiency in using spreadsheets, particularly Excel
- Strong organisational skills and methodical approach to tasks
- Ability to work under pressure and meet tight deadlines
- Excellent communication skills, both written and verbal
- Commitment to equal opportunities and diversity in the workplace
- Basic understanding of accounting principles
- Knowledge of the housing or public sector

The added extras:

- Experience of using ERP software

This role description highlights key responsibilities but is not exhaustive. Colleagues will agree on priorities with their Line Manager and are expected to work flexibly, supporting the team and working collaboratively across teams to deliver outstanding results for our customers. Working together as one team is our norm at Accent and reflects how we achieve success and meet the organisation's evolving needs.

We work flexibly and on an agile basis. We design our work around the customer with the focus being on ensuring we deliver the best possible service to our customers and to the best of our abilities. How and where you work will be agreed with your line manager to achieve the best outcome for both the organisation and for you, wherever possible.