

LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE (University of London)

PROFESSIONAL SUPPORT SERVICES

FINANCE AND PROCUREMENT

ACCOUNTS PAYABLE ASSISTANT

GENERAL INFORMATION

The London School of Hygiene & Tropical Medicine

The London School of Hygiene & Tropical Medicine is a world-leading centre for research and postgraduate education in public and global health. Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Founded in 1899, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services. Research income has grown to more than £110 million per year from national and international funding sources including UK government and research councils, the European Union, the Wellcome Trust, Gates Foundation and other philanthropic sources. The School's multidisciplinary expertise includes clinicians, epidemiologists, statisticians, social scientists, molecular biologists and immunologists, and we work with partners worldwide to support the development of teaching and research capacity.

Our education provision has expanded to more than 1,000 London-based Master's and Research students, 3,000 studying postgraduate courses by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses (Moocs) are studied by more than 30,000 participants globally.

The School performs well in various global university league tables. In the US News Best Global Universities Ranking 2017, we are ranked sixth in the world (together with Oxford University) in the fields of social sciences and public health. In the 2016 CWTS Leiden Ranking, the School was ranked fifth in the world for research impact across all disciplines, based on the share of institutions' outputs within the top 1% of papers by citation in all areas of science and independent of size of output.

The School was named University of the Year 2016 by Times Higher Education, in recognition of our response to the Ebola epidemic. The School is a member of the M8 Alliance of Academic Health Centers, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

JOB DESCRIPTION

Department:	Central Services
Unit:	Finance Office
Post:	Accounts Payable Assistant
Reporting to:	Assistant Financial Accountant (Accounts Payable)
Grade:	PSP3
Staff Reporting to the Post:	None

Scope of the Post

The post-holder will be responsible for checking purchase invoices, expense claims and internal recharges and entering them on the computer system. The post-holder will also be responsible for a range of supplier accounts, which will entail answering queries and reconciling statements.

Duties of the post:

Invoice registration:

- to check incoming invoices and classify them as order related , non-order related or expense claims/fees;
- to register invoices on the Accounts Payable system and send them out for authorization.

Posting of Invoices and Expense Claims

- to ensure that invoices and claims are returned by the authorising department in time to comply with the suppliers' payment terms;
- to check all returned invoices/claims to ensure that they comply with internal financial regulations and VAT and income tax legislation.;
- to post authorised invoices to the Account Payable and General ledgers.

Supplier records:

- to create and maintain supplier master records;
- to maintain all relevant Accounts payable filing (eg all transactions, BACS and cheque reports, amendments records, invoices and payment request etc)

Internal Re-charges

- To prepare the inter-departmental transfer journal
- To maintain the FinanceRecharges inbox and chase inter-departmental transfer journal information from internal departments

Queries/statements:

- to carry out regular reconciliations of suppliers' statements.
- to respond to queries from internal departments and suppliers, liaising with the Procurement Office

Cover in the absence of other staff:

- to provide cover for the international payments assistant during holidays and sick leave;
- to provide cover for other team members during holidays and sick leave.

Other duties:

- to open and distribute the Finance Office mail;
- to file invoices, statements and reports;
- to monitor the Accounts Payable shared email inboxes;
- to raise and post Accounts Payables journals to correct mispostings and returned BACS or cheque payments
- any other appropriate duties as delegated by the Assistant Financial Accountant from time to time.

Person Specification – Accounts Payable Assistant

- Essential

- Knowledge of double-entry bookkeeping.
- Proven experience of working in an Accounts Payable Section
- Experience of using computers at work including the use of spreadsheets and accounting software.
- Ability to take the initiative in responding to queries from staff and suppliers.
- Willingness to work as part of a team.
- Ability to work to a high degree of accuracy with speed and efficiency.
- A flexible approach to work.
- Excellent numeracy and communication skills.

- Desirable

- Mathematics and English at GCSE or equivalent.
- Experience of using Agresso, Excel and Windows
- Experience of working in an accounts department.

SALARY AND CONDITIONS OF APPOINTMENT

The post is full-time, permanent and available immediately. The salary will be on the Professional Support Pathway Grade 3 scale in the range £24,761 to £28,053 per annum (inclusive of London Weighting). The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this, there are discretionary “Director’s Days”. Membership of the Pension Scheme is available. The post is based in London, Keppel Street.

ASYLUM AND IMMIGRATION STATEMENT

The School will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to bring their passport (and visa if applicable) to interview so that it can be copied and verified.

This role does not meet the minimum requirements set by UK Visas and Immigration to enable sponsorship of migrant workers. Therefore, we cannot progress applications from candidates who require sponsorship to work in the UK

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: www.ukba.homeoffice.gov.uk/employers/points