

# JOB DESCRIPTION

<b>Job Title</b>	<b>Accounts Payable Manager</b>		
<b>Reports to</b>	<b>Associate Director Finance</b>		
<b>Department</b>	<b>Finance</b>		
<b>Job Family</b>	<b>Business Services</b>	<b>Level</b>	<b>4</b>

## About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

## About the Department

Within Operations, Finance plays a key role delivering change and supporting planning to achieve the School's strategy over the longer term. The team provides a full financial service to all areas of the School and in particular:

- Strategic planning and analysis support to the School's senior executives.
- A comprehensive management information and business partner service to the School's senior management including planning budgeting and forecasting.
- A customer-facing finance service to support the day to day running of the School including all transaction processing services – purchase invoicing, payroll and expenses; banking and treasury management; sales invoicing and credit control; research grant funding support; and the processing, reconciliation of, and reporting on, fundraising.
- Full corporate governance and compliance provision to the School and its subsidiary companies including managing and reporting on internal controls; financial accounting and reporting; insurance, tax, VAT and legal, HEFCE and Charity requirements; and management of external audit.
- Purchasing and procurement support to the School's budget holders to deliver Value for Money

## Job Purpose

The purpose of this post is to manage a number of individual company purchase ledgers; encompassing; ledger entries, managing month end closure, bank reconciliations, assisting cash flow reporting and provide support to the Associate Director, Finance as required

### **Manage, develop and motivate three members of staff**

- Ensuring that the department supports and contributes to the delivery of the objectives of the wider Finance department and the School
- Maintaining service levels of the team in line with the Finance service standards
- Ensuring SMART objectives are set for and delivered by the team

### **Management and oversight of the purchase ledger**

- Ensure that purchase invoice and payment processing are accurate and timely for all types of payments - for both the School and all other subsidiary companies or entities for which the Finance department is responsible.
- Production/review of monthly supplier reconciliations
- Supporting staff and suppliers with accounts payable processes and providing training and guidance as required

### **Management and oversight of the expenses processing**

- Expense claims are processed accurately in accordance with internal procedures and paid on a timely basis
- Corporate credit card claims are processed accurately in accordance with internal procedures and outstanding payments followed up on a timely
- Reconciliations of purchasing cards are produced on a timely basis and effective action taken to resolve overdue items promptly.

### **Controls and reporting**

- Ensuring internal and external audits pass without significant concern
- Ensuring audit recommendations are followed up and implemented
- Producing accurate and timely reconciliations and ensuring issues are identified and resolved promptly
- Ensuring the integrity of systems and processes
- Production of accurate and meaningful KPIs for Accounts Payable, expenses and purchase order processing on a timely basis
- Supporting Procurement with the production of supplier reports etc.

### **Other**

- Being the key contact for the escalation of complex queries from internal and external customers; managing these with an impeccable customer service mind-set
- Manage LBSSA ledger – set up new club accounts and event codes and produce month end control accounts to support the production of management account.
- Prepare reverse VAT charge reports and ensure all new cost centre forms are checked and the correct VAT status assigned.
- Manage credit card accounts – new applications, leavers & replacement cards & card limits.
- Supporting departmental projects and initiatives
- Supporting on Freedom of Information requests
- Other ad hoc duties as required

### **Key areas of accountability:**

#### **Strategy and Planning**

- Contribute to the development of strategy for the area, ensuring that plans are aligned to wider departmental strategy and overall School goals.
- Contribute to the development of broader operational plans, manage operational plans in own area and enable successful implementation by prioritising and aligning planned activities.
- Contribute to the development of Key Performance Indicators to support the assessment of the quality and efficiency of service delivery.

#### **Partnering and Service Delivery**

- Use specialist knowledge and information to diagnose and resolve technical issues within agreed parameters, escalating the most complex where appropriate.
- Manage the delivery of activities within a specialist area, in line with relevant policies and procedures, to ensure performance meets set targets/key performance indicators to support the School in the delivery of a first-class service.

#### **Analysis and Reporting**

- Extract data from multiple sources, check its integrity and produce reports for use by management.
- Liaise across the team to prepare complex reports to inform review, planning and decision-making.

#### **Compliance**

- Provide advice to colleagues and stakeholders on the interpretation of policies and procedures for an area of specialism, and support monitoring, to ensure compliance across the School.

#### **Collaboration**

- Develop and enhance relationships with stakeholders across the School to facilitate improved communication, support implementation of change programmes, and to monitor the level of satisfaction with service delivery.
- Represent the team to colleagues, stakeholders and cross-School groups, enabling cross-department working, spotting and initiating opportunities to collaborate for best business solutions.

#### **Process Improvement**

- Research best practice in own area of expertise, and review and analyse detailed business models to support senior management in developing and improving policies, processes and systems relevant to a specialist area.

#### **People Management**

- Please read the people management accountabilities section at the start of this Job Family document, and refer to the most appropriate level based on team size or level.

#### **Change Management**

- Champion change by role modelling the behaviour expected from all colleagues, and consider the impact of change on all processes, systems and people to ensure appropriate steps are taken for successful implementation.

- Consult with and advise the business on change programmes and initiatives, influencing stakeholders so they become advocates for the change and support its successful implementation.

**KPIs:**

- Delivery of high-quality service in area of specialism.
- Development of solutions and improvements to complex issues within own area of specialism.
- Contribution to cross-School compliance with regulations and legislation.
- Strong cross-team working relationships with key stakeholders.
- Positive feedback from suppliers, colleagues and stakeholders.
- Contribution to the development of policies, processes and systems.

**Knowledge/Qualifications/Skills/Experience required**

- Bachelor's degree or equivalent experience.
- Professional qualification or equivalent experience.
- Excellent communication skills with the ability to engage a variety of audiences.
- Significant experience in general bookkeeping and accounts experience, including managing ledgers
- Significant experience in supervising an Accounts Department
- Experience of working in a customer facing environment and providing good customer service
- Experience with, and knowledge of, a number of software packages including Microsoft Office and Sun Accounts
- Developed and delivered procedures and systems and trained staff accordingly
- Ability to prioritise and focus on material issues.

<b>Staff</b>	<b>4</b>
<b>Budgets</b>	<b>N/A</b>
<b>Date Updated</b>	