

Job Description

Outgoing Payments Co-ordinator

Finance

Grade: D

Role profile: FSD1

Full time (37 hours per week)

Permanent

	Duties of the role
Overall purpose of the role	<p>The Payments Coordinator is responsible for working closely with the Outgoing Payments Team Leader, ensuring vendor invoices, student payments and employee expenses are paid on time, are accurate and compliant with university policy and financial regulations.</p> <p>The role sits within the outgoing payments team which is part of the Purchase to Pay (P2P) team and requires close working with colleagues in the P2P team to ensure the end to end P2P process runs efficiently at all times.</p>
Main duties and responsibilities	<p>To work closely with the Team Leader and Payment Clerks to:</p> <ul style="list-style-type: none"> - Ensure vendor invoices, student payments and employee expenses are paid on time and accurately and are compliant with university policy and financial regulations. This includes review and challenge of all one-time vendor payments - Coordinate the daily, weekly and monthly tasks as agreed with the Team Leader for the team in ensuring processing backlogs are for current invoices/payments only - Follow up the Parked, Blocked and GRIR positions at least monthly and to coordinate team efforts to resolve old transactions - Proactively examine current working practices to continuously improve efficiency and effectiveness of the payments team - Support SAP P2P enhancements affecting the payments team and to complete any related pre-production testing and routine regression testing - Ensure that key supplier account reconciliations are undertaken throughout the year and especially for the year end. - Prepare & Support in the preparation of the weekly BACS as well as any foreign payment runs on time for review by the Team Leader and ensure all payments are posted and any queries/payment rejects followed up - Ensure all new supplier bank details or amendments thereto are checked and confirmed prior to finalising vendor account in SAP - Run relevant KPI reports for review by the Team Leader - Support internal and external auditor enquiries relating to payments - Provide advice and guidance on matters relating to payments required to be made by the university

Duties of the role

- Weekly review and clearance of the SAP clarification list for any payment related transactions.
- Be one of the key points of contact for the International Office for all foreign payment requirements
- Provide high levels of customer service to all suppliers, staff and students in accordance with agreed service plans
- Ensure that complaints are dealt with professionally and responded to in line with the university complaint process, arranging for faster payments to be made where necessary to ensure business continuity
- Have awareness of GDPR to ensure that the outgoing Payments team functions within those parameters
- Perform any other duties commensurate with the job grade as reasonably required from time to time
- Assist in the preparation of change in processes due to legislation regulation update including fraud awareness
- Perform any other duties commensurate with the job grade as reasonably required from time to time
- Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation
- All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land

Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications and training	English and Maths GCSE at grade C / Level 4 or equivalent qualification	Essential		√			√
	Degree or equivalent qualification		Desirable	√			√
Previous Work Experience	Experience of working within a high-volume accounts payable function	Essential		√	√		
	Experience of working in the higher education sector		Desirable	√			
	Excel Skills including pivot tables and vlook up commonly used to analyse data		Desirable	√			
	Experience of SAP or other ERP system including Purchase to Pay (P2P)	Essential		√	√		
	Ability to process weekly payment runs, for both UK BACs and foreign vendors and resolve any queries arising	Essential		√	√		
	Involvement with and supporting system and process improvement including testing where necessary	Essential		√	√		
Specific Knowledge/ Skills/ Abilities/ Motivation/ Attitude Required	Knowledge of KPIs and benchmarking tools used to assess and measure transactional financial performance		Desirable	√	√		
	Co-ordinate the reconciliation of key supplier accounts on a regular basis throughout the year.	Essential		√	√		
	Ability to work systematically as part of a team to ensure that all required tasks	Essential		√	√		

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	are allocated and completed in time.						
	Understanding the importance of paying all valid invoices and other payments requests on time	Essential		√	√		
	Awareness of fraud risks associated with outgoing payments including controls to mitigate these risks.		Desirable	√	√		
	Supporting Payment Clerks in developing their knowledge in becoming proficient with using SAP	Essential		√	√		
	Prioritising customer needs, providing a quality and responsive service and with the ability to anticipate customer needs in accordance with agreed service standards.	Essential		√	√		
	Experienced at dealing with and resolving queries and complaints successfully	Essential		√	√		
	Excellent communication and interpersonal skills essential for working effectively with the team, suppliers, staff and student	Essential		√	√		
Other	Understand confidentiality and the requirements of the General Data Protection Regulations (GDPR)		Desirable	√			

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**