



Job Description

Finance Advisor, Accounts Payable (Head Office)

October 2020

Company context

INTO's Mission: *Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.*

Across the world, there is increasing demand for top quality higher education, with more and more students demanding access to provision beyond their home country. INTO partners with universities in three continents to address this global demand and help transform their international capacity and performance. Since 2006, we have successfully launched 21 partnerships with 19 universities in Europe, North America and Asia. We have enrolled over 50,000 students from 166 countries and now have about 1600 employees, based round the world.

Our Mission is underpinned by five core values: Purpose, Partnership, Performance, Passion and Pride. We seek employees who share these values in an organisation which has a diversity of talent specialisms and cultures.

Our website <http://www.into-corporate.com/> has details of how we are organised and our outstanding achievements so far.

Role Context

The post is part of the Central Finance team. The Accounts Payable team has a remit to produce specified UK Joint Venture and Head Office accounts up to trial balance level in accordance with published deadlines.

Reporting line

The role reports to the Senior Finance Advisor, Accounts Payable.

Job purpose

The post is responsible for the purchase ledger of specified accounts. This includes invoice processing, regular payment runs, bank reconciliations and aged creditors.

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Key accountabilities and duties

Role and Responsibilities

- Ensure that invoices for Head Office received directly from suppliers are registered on FinancialForce accurately and distributed internally for approval and coding in a timely manner.
- Ensure that invoices received into Accounts Payable for payment are correctly approved and coded (supported by the Finance Business Partners and Senior Finance Advisor for IUP) and processed in a timely and accurate manner.
- Responsible for creating payment runs and manual payments for approval and upload onto HSBCnet, then cash entry postings onto FinancialForce.
- Responsible for bank reconciliations and balancing to Trial Balance at Month End.
- Regular reconciliation of supplier statements.
- Regular analysis of aged creditors and debit balances.
- Dealing with stakeholder and supplier queries.
- Liaising with other INTO teams on relevant Accounts Payable related matters.
- Proactive maintenance of supplier accounts.
- Challenge current processes and suggest process efficiencies.
- Posting all intercompany invoices received internally from Joint Ventures and other Head Office entities.
- Such other duties, as may from time to time be required, as commensurate with the role and the needs of the business.

The job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.

Location

The post is based in Brighton. Travel within the UK and abroad may be necessary and flexibility is required to meet the demands of the post, including occasional weekend working. The post holder may be reasonably required to work from any INTO or Partner location at any time.

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- References will be followed up.
- All gaps in CVs must be explained satisfactorily.
- Proof of identity and (where applicable) qualifications will be required.
- Reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18.
- Appropriate suitability checks will be required prior to confirmation of appointment.

This role may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, all applicants who are offered employment will be subject to a Disclosure and Barring Serviced check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

Please see the next page for person specification...

Person Specification

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> Eligibility to work in the UK 	
Academic Qualifications	<ul style="list-style-type: none"> 5 GCSEs A-C or equivalent 	<ul style="list-style-type: none"> Further or Higher Education, or equivalent
Experience	<ul style="list-style-type: none"> Proven administrative skills Ability to work on own initiative, prioritise work Ability to communicate effectively in person, in writing and over the telephone with individuals and with a wide variety of organisations Knowledge and experience of working in a Finance environment Strong analytical skills and attention to detail Ability to work flexibly Positive attitudes and behaviours - seeks solutions Team player 	<ul style="list-style-type: none"> Knowledge of accounting An understanding of UK higher education and the needs and requirements of international students An interest in other nationalities and cultures. Experience of working in a busy accounts department
Skills	<ul style="list-style-type: none"> Microsoft Excel spread sheet skills to intermediate level 	<ul style="list-style-type: none"> Knowledge of Financial Systems E.g. Financial Force
Personal Attributes	<ul style="list-style-type: none"> Flexible approach – INTO is a fast-moving organisation experiencing rapid growth 	