

Purchase to Pay Specialist (6 months) Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the biggest health and social challenge of our time.

There are currently estimated to be 900,000 people in the UK with dementia. Many are undiagnosed and facing the realities of their condition alone.

At Alzheimer's Society we're working towards a world where dementia no longer devastates lives. We do this by giving help to those living with dementia today and providing hope for the future.

We're here for everyone living with dementia.

As a Society, we are made up of people with dementia, carers, trusted experts, campaigners, researchers and clinicians. We are the UK's largest collective force of people with unparalleled knowledge and over 40 years of experience addressing the biggest challenges facing people living with dementia.

Together we are help and hope for everyone living with dementia.

Our values

Our values tell everyone who we are as an organisation. Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us what we all stand for. Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are Determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Purchase to Pay (6 months)

Position in the Organisation

Reports to the Financial Transactions Manager
Member of our Finance and Accounting Team.
Part of our Finance directorate.

Purpose of this Role

We are here for anyone affected by dementia to help them navigate some of the hardest and most frightening times of their lives.

We are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people living with dementia and their carers.

Purchase to Pay (P2P) specialist

Following the recent implementation of a new finance system (Unit4/ Agresso), we are looking for a P2P specialist to create additional capacity in the team. You will manage the end-to-end P2P process, ensuring efficiency, accuracy and compliance with policies. You will provide training to colleagues across the organisation from onboarding a supplier all the way through to a goods receipt on the purchase order. You will lead on the resolution of escalated queries by phone, email or Teams. You will provide cover for payment run preparation to ensure our suppliers are paid on time.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A Trusted Expert who believes in working Better Together and demonstrates true Compassion.

Key Accountabilities and Responsibilities

- Responsible for accurate processing and reporting of Society purchase to pay transactions, ensuring compliance with company policies and procedures
- Build and maintain strong relationships with colleagues, both in the office and working remotely. This includes our volunteer groups across all directorates
- Collaborate with various departments to deliver a seamless and controlled P2P experience
- Deliver scheduled training to departments on the end-to-end P2P process
- Provide ad hoc training and support to fellow team members and stakeholders
- Provide cover for processing weekly BACS payment runs
- Hands on management of unpredicted, critical and urgent issues through to resolution
- Actively monitor progress of transactions through workflow and resolve issues and/or discrepancies in the P2P process
- The duties list is not exhaustive and may be varied from time to time as dictated by the changing needs of the Society.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person Specification and Selection Criteria

| Skills & Knowledge | Essential (E) or Desirable (D) | Application (A) or Interview (I) |
|---|--------------------------------|----------------------------------|
| Ability to work as part of a team and independently deliver a common objective. Building strong working relationships with all stakeholders | E | A/I |
| Recent experience with responsibility of administrating weekly and ad hoc payment processes in Accounts Payable | E | A/I |
| Self-motivated and capable of handling multiple tasks | E | A/I |
| Ability to take initiative to solve complex problems, make decisions and seek clarification, where required | E | A/I |
| Proven experience as a P2P or Accounts Payable Manager or similar role | E | A/I |
| Extensive knowledge of accounting and management principles and accounts payable procedures | E | A/I |
| Ability to communicate both verbally and in writing to a wide range of audiences, providing excellent customer service. | E | A/I |

| | | |
|------------------------------------|---|-----|
| Experience working with Unit4 ERPx | D | A/I |
|------------------------------------|---|-----|

| Competencies & Personal Attributes | Essential (E) or Desirable (D) | Application (A) or Interview (I) |
|--|---------------------------------------|---|
| Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves. | E | A/I |
| Be a self-starter and incredibly motivated. | E | A/I |
| Excellent organisational and timekeeping skills. | E | A/I |
| Displays consistent close attention to detail. | E | A/I |
| Non-judgemental communication | E | A/I |
| Commitment to and understanding of equal opportunities | E | A/I |
| Understanding of the inclusion agenda and its relevance within a diverse society | E | A/I |

Essential requirements are those, without which, the post holder would not be able to fulfil the responsibilities of the role. Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

This post will be subject to a satisfactory Criminal Records Check, from either the Disclosure and Barring Service (England & Wales), Disclosure Scotland Check (Scotland) or AccessNI (Northern Ireland). If you require further information regarding Criminal Records Check, then please contact: careers@alzheimers.org.uk

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave