



Alzheimer's  
Society

# Purchase to Pay Lead (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 Lead (6 months)

## Position in the Organisation

Reports to the Financial Transactions Manager  
Member of our Finance and Accounting Team.  
Part of our Finance & Assurance 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) Lead

Following the recent implementation of a new finance system (Unit4/ Agresso), the P2P Lead will support the Financial Transactions Manager to further embed those enhanced processes in the organisation and ensure a high quality P2P experience for all with benefits of the new system maximised.

The P2P Lead is responsible for managing the end-to-end P2P process, ensuring efficiency, accuracy and compliance with policies and building strong relationships with internal and external stakeholders. This role will provide training and hands on support to colleagues across the organisation (from onboarding a supplier all the way through to a goods receipt on the purchase order and payment of supplier invoice) and lead on the resolution of escalated queries. The P2P Lead is expected to communicate to a high standard readily by phone, email and Teams at all levels.

The P2P Lead will be our subject matter expert in managing the whole Purchase to Pay cycle end embedding a modern integrated software system. They will be expected to share their lived experience of significant finance system and process change and use best practice knowledge to bring our teams along the journey, possessing excellent people skills to support the successful transfer of that knowledge.

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, controlled processing and reporting of Society purchase to pay transactions and the delivery of a seamless and controlled P2P experience for the end user
- Actively monitor the progress of transactions through workflow and resolve issues and/or discrepancies in the P2P process. Hands on management of unpredicted, critical and urgent issues through to an appropriate resolution
- Act as a system champion delivering scheduled training to departments on the end-to-end P2P process and ad hoc training/ support to fellow team members and stakeholders.
- Perform user acceptance testing of any software changes ensuring a rigorous approach is adopted with any exceptions followed to resolution
- Provide cover for processing weekly payment runs and other such critical tasks

## We are looking for someone who can...

- Adhere to all the Society's service standards, 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
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- 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.

## Person Specification and Selection Criteria

Skills & Knowledge	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Demonstrable experience as a P2P or Accounts Payable Manager driving continuous improvement in financial transaction processing	E	A/I
Highly proficient with Unit4 ERPx or equivalent modern integrated system	E	A/I
Recent experience administering regular and ad hoc payment processes in Accounts Payable of a large organisation	E	A/I
IT literate with strong Microsoft Excel skills ( e.g pivot tables, Vlook ups)	E	A/I
Experience of business transformation projects or system changes impacting on transactional finance processes	E	A/I
Able to train and coach transactional processes to both non finance and non-finance audiences	E	I

Competencies & Personal Attributes	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Strong communication and interpersonal skills, with the ability to effectively engage and influence stakeholders at all levels of the organisation	E	A/I
Be a team player, supporting colleagues when deadlines, and who knows when to ask for help themselves.	E	A/I
Able to influence and manage colleague activities without direct line management responsibility	E	A/I
Displays strong “customer service” ethic and encourages that behaviour in others	E	A/I
Consistently displays close attention to detail	E	A/I
Effectively balances competing priorities to ensure deadlines are met.	E	A/I
Able to work independently and takes initiative to solve problems, but applies good judgement in knowing when to consult	E	A/I
Commitment to and understanding of equal opportunities. Understanding of the inclusion agenda and its relevance within a diverse society . Uses non-judgemental communication	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](mailto: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 & Dependents

- 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