

Purchase to Pay Officer

Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

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 of 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 Officer

Position in the organisation

Reports to the Financial Transactions Manager

Line Manages Accounts Assistants

Member of our Finance team

Part of our Finance & Assurance directorate

Purpose of this role

At Alzheimer's Society 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 with dementia and their carers.

In Finance & Assurance, our vision is to be the Society's single point of truth. We are trusted partners, credible experts, working as one team to be a true enabler to the organisation as it makes impact to end the devastation of dementia.

Partnership, collaboration, accountability, professionalism and a restless desire to constantly improve are needed in every role across Finance & Assurance. The Purchase to Pay Officer is critical to our ability and desire to deliver a highly efficient, high performing, data-led financial transactions service.

Driving the performance of individuals, our partnership and our payments practice is the essence of this role. The Purchase to Pay Officer is highly engaged with the rest of the Society, works closely with business partners and is relentless and proactive in the measurement, reporting and analysis of our performance improvement work.

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

- Lead and develop our Accounts Assistants and support the Financial Transactions Manager drive a culture of high challenge, high support approaches to work.
- Oversee the end-to-end Purchase to Pay process from procuring of goods and services to payment, actively monitoring the progress of transactions through workflow, resolving issues, emerging risks or discrepancies quickly.
- Monitoring the timely and accurate processing of purchase requisitions, goods receipting, invoices and payments to enhance our stakeholder experience.
- Manage changes for existing suppliers e.g. bank details.
- Responsible for accurate, controlled processing and reporting of Society (and associated entities) purchase to pay transactions and the delivery of a seamless and controlled experience for the end user.
- Manage unpredicted, critical and urgent issues through to an appropriate resolution.
- Responsible for preparing regular and accurate payment runs ahead of sign-off by the Financial Transactions Manager.

- Develop and deliver effective plans to improve our approaches and performance in payment practice and enhance efficiency and effectiveness of the P2P process.
- Motivate the AP team and other colleagues through metrics and drive evidence-based performance improvement.
- Identify challenges and solutions relating to purchase requisitions, goods receipting, invoices, and payments, making recommendations to senior colleagues.
- Improve efficiency, reduce costs and streamline processes, identify good practice and recommend system solutions, demonstrating high levels of accountability for those improvements.
- Be a highly visible and engaged 'front door' of AP and ensure first class partnership and customer service. Acting as a system owner for the purchase ledger and purchase ordering modules.
- Own and report on key finance performance metrics to inform our wider financial performance.
- Use expert knowledge and experience of financial systems and how they integrate.
- Ensure adherence to best practice, compliance, internal controls, policies and external regulations, supporting others with compliance and understanding.
- Prioritise your own work and that of the team in line with the strategy and priorities of the wider Financial Accounting team.
- Produce ledger reconciliations and double-entry bookkeeping.
- Maintain effective approaches to risk management and reporting.

We are looking for someone who can...

- Understand the critical role of Finance & Assurance as an enabling partner directorate in ultimately creating impact to end the devastation of dementia, linking everything you do back to the ultimate objectives of the Society.
- Work collaboratively and enthusiastically with colleagues across Finance & Assurance and across the Society more widely to deliver first class partnership and expertise.
- Role-model our values and embrace a high challenge, high support, high performing environment.
- Drive continuous improvement, including through bringing best-practice from across the sector and more widely, using horizon-scanning and networks to bring new ideas to the table.
- Have the ability and willingness to travel independently on behalf of the Society on request, including occasional overnight stays as required.
- 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 enthusiastic 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	Application (A) or Interview (I)
Training and support to achieve professional qualifications may be offered to the successful candidate. As such, no formal qualifications are essential.	I
Experience of developing and motivating teams and individuals by setting clear objectives based on a high challenge, high support approach to learning and performance management.	A
Deep understanding of the end-to-end P2P process including best practices in a large organisation.	A
Experience of quality and performance improvement through effective data analysis and engagement with multiple teams across a large organisation	A
Strong communication and influencing skills, able to engage effectively across multiple directorates	I
Track record of building and developing small teams, particularly including those with those undertaking formal qualifications or at an early stage in their career	A
Experience of building effective cross-departmental relationships with budget holders and business partners to drive awareness, education and performance in financial transactions and practice.	A
Proficient in the use of MS Office, particularly Excel with the ability to analyse, interpret and present data effectively.	A

Competencies & personal attributes	Application (A) or interview (I)
Takes initiative and is comfortable working independently as well as collaboratively	I
A critical thinker, able to identify and act on ways to work more effectively and efficiently	I
Celebrates progress, solutions and impact rather than activity	A

Delivers effectively to timelines in complex and sometimes ambiguous environments. Ability to prioritise tasks, manage deadlines and work effectively under pressure.	A
Deeply committed to the development of yourself and others	A
Resilient and adaptable, with a strong work ethic and the ability to navigate changing situations and diverse teams.	A
Welcoming and respectful of diverse perspectives, experiences, and opinions	I
A team player who sees opportunity and energy in working together to solve problems	A

*Follow us on Twitter and Instagram @Alzheimerssoc and Like us on Facebook or check out Alzheimer's Society
YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety)*

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