
Job Holder:	Accounts Assistant – Accounts Payable/Receivable
Reports to:	Accounts Payable Manager
Grade:	A2
Safety Status:	Non- Critical
Date version agreed:	

1. Job Purpose

To process in an accurate, timely manner all accounts payable transactions, having due regard for VAT regulations, delegated financial authorities, financial coding and other control procedures.
To provide a prompt billing and debt recovery service, including credit control and debtor management.

2. Safety Details

A. This job requires Security Clearance (e.g. Running of Special Trains)	N
B. The job holder is required to hold a relevant Track Safety competence (e.g. PTS)	N
C. This is a Safety Critical Work Post	N
D. This is a Key Safety Post	N
E. Reference to this job is included in the company Safety Certification documents	N
F. This job Manages Employees (undertakes specific tasks indicated in the occupational & operational standards manuals)	N
G. This job Manages Locations (undertakes specific tasks as indicated in the occupational and operational standards manuals)	N

3. Dimensions

A. Financial:

Responsible for the processing of invoices and the maintenance of the Accounts Payable Ledger together with raising sales invoices, credit control and the maintenance of the Accounts Receivable Ledger.

4. Principal Accountabilities –

- Responsible for ensuring that all purchase invoices and credits are processed in a timely accurate manner within the required timescales.
 - Responsible for ensuring 100% accuracy of all data processed.
 - Perform invoice matching to Purchase Orders with appropriate approval.
 - Act as key contact for nominated suppliers and purchasers to resolve any queries/disputes escalating to AP Manager as appropriate
 - Responsible for performing nominated monthly supplier statement reconciliations and the resolution of any reconciling items.
 - Responsible for processing BACS payment run following the correct approval process.
 - Responsible for the collection of credit balances from suppliers.
 - Responsible for raising all West Midlands Trains sales invoices based on completed sales orders
 - Performing the associated credit control activities to achieve timely collection of invoiced debt in line with West Midlands Trains credit terms.
 - Responsible for the resolution of customer sales invoice queries.
 - Responsible, alongside the Accounts Payable Manager, for the maintenance of effective control over the sales ledger, including carrying out accounting reconciliations and balance reviews.
 - Responsible for the accurate and timely allocation of payments received to the customer's accounts.
 - Producing monthly statement of accounts for customers.
 - Responsible for carrying out any other duties commensurate with the grade and post as required by the Accounts Payable Manager.
 - Provide cover for fellow colleagues as necessary.
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5. Context

A: Operating Environment:

This role is predominantly a processing role, with several tasks taking place on a daily basis. Other tasks accompanying the role are periodic in nature, with many of the same processes carried out at the same interval each reporting period.

B: Framework and Boundaries:

West Midlands Trains financial control processes

C: Organisation:

Please see organisation chart(s) at the end of the document.

(Attach a copy of the current organisation chart on the landscape page at the end of this document for each subordinate who reports directly to the job holder. Outline the area of responsibility of each direct report below)

6. Relationships

A: Reporting lines

Reports to the Accounts Payable Manager

Periodic one-to-ones are carried out to review progress and performance against objectives. There will be daily contact with the Accounts Payable Manager for any operational matters.

B: Other Contacts:

Within the Company:

- West Midlands Trains Finance Team – day-to-day contact for accounts payable/receivable queries
- Other West Midlands Trains staff – query resolution and processing support

Outside the Company:

- Suppliers – query resolution and payment
- Customers – query resolution and cash collection

7. Knowledge and Experience

- AAT desirable but not essential
- Experience of working in an Accounts Payable/Receivable function is essential
- Ability to prioritize workload to achieve team and departmental objectives on a daily and weekly basis
- Strong written and verbal communication skills are critical as the role requires frequent contact with suppliers and West Midlands Trains employees
- Organised and methodical in approach
- Pays attention to the detail
- Working knowledge of Microsoft Office software such as Excel and Word are essential
- Experience of using Open Accounts would be an advantage

8. Job Challenge(s):

Workload in the role will vary depending on the period cycle. The Accounts Assistant is expected to ensure that workload is managed on a daily basis to ensure that the period end cycle is achieved.

9. Additional Information

(Provide any further information not included in previous sections, which it is considered would assist others to achieve a better understanding of the job)

10. Sign off

Job Holder:..... **Date:**.....

Manager:..... **Date:**.....

Nominated Deputies

If this is a KEY SAFETY POST (2D is "checked") a Nominated Deputy must be identified. The job holder must ensure that the Nominated Deputy receives a copy of, and is briefed on, this Job Description.

Job title of Nominated Deputy:

Name of Nominated Deputy:

Signature of Nominated Deputy:

Date:

As the Nominated Deputy for this post, I confirm that I have been briefed on the requirements of this job. If there are more Nominated Deputies they should sign further copies of this Job Description.