

Accounts Payable Officer - Job Description

POST TITLE	Accounts Payable Officer
Purpose:	The Accounts Payable Officer will provide accurate, timely and compliant accounts payable processing across the trust, supporting efficient supplier management, payment preparation, and credit card administration. The postholder will contribute to a consistent and well-controlled transactional finance service across all schools. This role provides focused transactional finance capacity within the central finance function. The postholder supports the move away from fragmented school-based invoice processing by ensuring invoices, credit cards, supplier queries, and AP workflows are managed consistently and in line with trust procedures.
Reporting to:	Head of Finance
Principal Contacts:	Head of Finance, Procurement Officer, suppliers, Estates Manager, school finance staff
Working Time:	
Salary/Grade:	SC3 (5-6)
Status:	Permanent
Disclosure level:	Enhanced
Key Responsibilities	
Invoice Processing and Supplier Administration	• Process supplier invoices and credit notes accurately and promptly. • Match invoices to purchase orders and goods receipts, investigating exceptions and missing approvals. • Maintain supplier records and support supplier onboarding processes as required. • Respond to supplier queries professionally and escalate recurring issues. • Support supplier statement reconciliations and follow up outstanding items.
Payments, Credit Cards, and Compliance	• Prepare payment run information for review and approval in line with trust procedures. • Administer trust credit card processes, ensuring receipts, coding and approvals are complete. • Support monthly credit card reconciliations and follow up missing documentation. • Ensure AP records are retained appropriately for audit and compliance purposes. • Identify non-compliance with purchase order or approval processes and escalate appropriately.

Workflow and Service Delivery	• Monitor AP workflow queues and support timely processing across all schools. • Work with schools to resolve receipting, coding, and approval queries. • Support month-end close by ensuring invoices and credit card transactions are processed in line with deadlines. • Contribute to AP process improvement and standardisation. • Provide helpful and professional support to schools, suppliers, and budget holders.
Decision Making and Accountability	• Makes routine AP processing decisions within agreed procedures. • Escalates disputed invoices, missing approvals, supplier issues, and non-compliance to the Head of Finance or relevant officer.
Quest Learning Trust expects its employees to work flexibly within the framework of the duties and responsibilities specified above. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified, due to the ever-changing environment of school life. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description. The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and stakeholders and is consistent with the school's equal opportunities policy. All employees are expected to respect all confidentiality and principles and practice of General Data Protection Regulations (GDPR). All post holders are required to comply with Health and Safety policies and legislation.	
Name of Postholder:	
Signed:	Date:
Version Number: 1	Date:

Accounts Payable Officer - Person Specification

	Essential	Desirable
Knowledge & Experience		
Minimum Grade C/5 GCSE or equivalent in English and Mathematics	✓	
Experience in a finance, accounts payable or administrative role	✓	
Experience of working with finance systems	✓	
Experience of processing invoices or maintaining financial records	✓	
Experience of following processes and maintaining accurate records	✓	
Basic understanding of purchase order processes, invoice matching, or approvals		✓
Experience in an academy trust, school, public sector, or not-for-profit finance environment		✓
Experience of supplier statement reconciliations or credit card processes		✓
Skills & Abilities		
Good numerical skills	✓	
Able to work accurately at pace and manage high volumes of transactions	✓	
Able to communicate clearly with colleagues, schools, and suppliers	✓	
Able to manage workload, meet deadlines and ask for support when needed	✓	
Able to follow processes consistently and maintain clear audit trails	✓	
Ability to identify missing approvals, incorrect coding, or non-compliant transactions	✓	
Able to investigate queries and follow up outstanding items in a timely and structured way	✓	
Ability to support payment runs and reconcile supplier statements		✓
Able to use Excel and other systems to organise and process information		✓
Personal Qualities		
Willing to learn and develop new skills in finance and accounts payable processes	✓	
Reliable, organised and committed to high standards	✓	
Positive and professional when dealing with colleagues and suppliers	✓	
Maintains confidentiality and handles sensitive information appropriately	✓	
Team-focused and supportive in a shared service environment	✓	
Proactive approach to resolving issues and improving processes		✓