

Job Description

Role: Accounts Payable Clerk (SAE Europe)
Business Division: SAE (Careers and Industry Division)
Responsible to: Accounts Payable Manager (SAE Europe)

1. Organisation Background

Navitas Limited, of which SAE is a Division, was founded in 1994 and has grown to become a leading global education provider. Navitas offers an extensive range of educational services for students and professionals, creative media education, English language training and settlement services, workforce education and student recruitment.

Navitas operates across two Divisions; University Partnerships (UP) and Careers & Industry (C&I), which includes SAE Institute. SAE was acquired by Navitas in 2011 and is a world leading global educator in creative media industries. Established in 1976, SAE now spans the globe with over 50 campuses in 23 countries and delivers world-class education to over 12,000 students in state-of-the-art creative facilities. SAE students come from diverse social, cultural, educational and artistic backgrounds, with different personalities and experiences. SAE embraces these differences and encourages students to develop and apply their own individual style to industry skills and knowledge.

2. Overview and Objectives of the Position

The Accounts Payable clerk will be responsible for the accurate processing and paying of supplier invoices, invoices and credit card expenses alongside month end procedures and reconciliations across SAE Europe. This role will report into the Accounts Payable Manager based in Oxford.

3. Key relationships

- Accounts Payable Manager SAE Europe
- Financial Controller SAE Europe
- SAE Europe Finance Team
- Campus Managers (across UK and Europe)
- Finance Business Partners and Commercial Managers

4. Key accountabilities

- Processing large volumes of supplier invoices, expenses and credit card expenses accurately and timely (including scanning/uploading of invoices and receipts) into the accounting system, ensuring invoices match purchase order details where appropriate.
- Follow up and obtain approval for any non PO invoice
- Monitor open PO status and ensure non matched open PO are cleared down each month
- Weekly review of accounts payable ledger ("AP TB") with view to clearing outstanding transactions
- Supplier statement reconciliations as appropriate
- Prepare payment run proposals and manual payment requests as required

- Reconciliation of bank payments to bank statements and end of month bank reconciliation
- Posting of re-charge journals across entities and cost centres
- Intercompany recharges across the various entities
- Support ad hoc requests from AP Manager and Financial Controller

5. Key Performance Indicators

- Specific KPIs to be agreed upon appointment to role.
- Familiarity with SAE policies and procedures.
- Accurate and timely record keeping with tasks completed in line with procedures and deadlines.
- Colleague feedback of working flexibly as a supportive and productive member of the team.
- A safe, professional, clean and productive working environment.
- Representing the organisation at all times in a professional manner that enhances the image and reputation for your team and SAE UK/ Navitas brand in general.
- All duties are carried out and completed on time and as directed.

6. Selection Criteria

Essential

- Demonstrated knowledge and understanding of professional accounting principles and practices
- Experience with corporate financial, accounting and administrative information system
- Good excel skills
- Good computer literacy
- Full working rights for the UK

Desirable

- User knowledge of Oracle EBusiness Suite
- Relevant educational industry experience, particularly within HE
- Fluency in European languages is advantageous

7. Person Specification

- Strong organisational and time management skills.
- Good communication, interpersonal and self-management skills.
- Ability to research issues and present solutions.
- Ability to work independently and utilise a level of initiative.
- Works well within a team, motivating and supporting others, embracing collaborative working and achieving results both individually and as part of a team.
- Creative, resilient and able to work under pressure and deliver to deadlines.
- Personable, confident, friendly and approachable.
- Flexible and adaptable to work as required to meet the needs of the organisation.
- Demonstrates personal integrity and honesty at all times.
- Ability to prioritise responsibilities and time-manage appropriately.

- Empathetic and discreet, understands confidentiality and privacy in respect to personal data, information and communications.
- Above all, is reliable, tolerant, and determined; an empathic communicator, able to see things from the other person's point of view; and importantly be able to get on with others and be a team-player.

Our Values: Conviction, Drive, Adventurous, Rigour, Genuine, Respect