



**St Gabriel**  
the Archangel

Catholic Multi-Academy Trust

## Accounts Payable Assistant

---

### Job Description

*Forming Christ-centred pilgrims of hope, with kind hearts, questioning minds, a thirst for knowledge and a hunger for justice.*

# St Gabriel the Archangel Catholic Multi-Academy Trust

---

## Purpose of the Role

Provides operational support to the Trust's accounts payable function, ensuring accurate and timely processing of supplier invoices, expenses and payments across all academies and central teams.

Reporting to the Accounts Payable Officer, the postholder delivers day-to-day purchase-to-pay activity, maintains strong financial controls and data quality, and provides excellent customer service to academies and suppliers. The role contributes to the effectiveness of the Finance Shared Services operating model and supports continuous improvement across transactional finance.

## Key Responsibilities

---

- Process supplier invoices accurately and on time in line with Trust policies and agreed payment terms.
- Maintain high standards of data quality and compliance across purchase-to-pay processes.
- Provide responsive support to academies and suppliers, resolving queries professionally and efficiently.
- Follow documented procedures and controls to support fraud prevention and audit readiness.
- Contribute to team performance, shared services delivery and continuous improvement.

### Specific responsibilities

#### Accounts payable operations and supplier support

- Process supplier invoices, including coding, PO matching, approvals and preparation for payment runs.
- Support the setup, monitoring and ongoing management of supplier direct debits, ensuring mandates are authorised appropriately, payments are accurate, and any variances or issues are investigated and resolved promptly.
- Resolve invoice discrepancies such as pricing variances, quantity differences and missing approvals.
- Support weekly/monthly payment runs in line with Trust schedules.
- Respond promptly to supplier and academy queries, supporting resolution of payment issues and disputes.

- Assist academies with correct invoice submission, coding and purchasing processes.
- Help maintain positive working relationships with suppliers and internal stakeholders.

### **Controls, compliance and data quality**

- Maintain accurate supplier records, supporting changes to supplier details in line with fraud prevention controls.
- Maintain clear audit trails within finance systems.
- Assist with supplier statement reconciliations and investigation of differences.
- Support month-end activities, including clearing outstanding items and ensuring invoices are posted to the correct accounting period.
- Follow Trust financial regulations, delegated authorities and standard operating procedures.
- Support fraud prevention measures, including verification of bank detail changes.
- Assist with internal and external audits by providing supporting documentation.

### **Systems, shared services and continuous improvement**

- Use finance systems effectively to ensure accurate and timely processing.
- Support onboarding of new academies into shared services processes as required.
- Identify opportunities to improve accuracy, efficiency and customer experience.
- Support implementation of new systems, workflows or procedures.
- Participate in team training and development activities.

### **Leadership behaviours**

- Values-led and service-focused.
- Acts with professionalism and integrity at all times.
- Collaborative and solution-oriented; works positively with colleagues and stakeholders.
- Takes ownership of tasks and delivers to agreed standards.
- Demonstrates an improved mindset and willingness to learn and adapt.

## **Qualifications & Training**

### **Essential**

- GCSEs (or equivalent) including English and Mathematics at Grade C/4 or above

### **Desirable**

- AAT Level 2 or working towards AAT Level 3
- Basic finance or accounting training

## **Experience**

### **Essential**

- Experience in an administrative or finance support role
- Experience of processing invoices or working with financial data
- Experience of working in a customer-focused environment

### **Desirable**

- Experience in an accounts payable function
- Experience using finance systems
- Experience supporting payment runs or reconciliations

## **Knowledge & Skills**

### **Essential**

- Basic understanding of accounts payable processes
- Good attention to detail and accuracy
- Ability to follow processes and procedures consistently
- Strong organisational and time management skills
- Good IT skills (including Excel and data entry systems)
- Clear and professional communication skills
- Ability to handle queries and resolve issues effectively

### **Desirable**

- Understanding of financial controls and fraud prevention
- Experience with purchase order matching and coding
- Familiarity with supplier management processes

## **Personal Attributes & Behaviours**

### **Essential**

- Reliable and conscientious with a strong work ethic
- Professional and courteous when dealing with stakeholders
- Team player with a collaborative approach
- Willingness to learn and develop
- Positive, can-do attitude
- Commitment to delivering high-quality work

## Safeguarding Commitment

---

St Gabriel the Archangel Catholic Multi-Academy Trust is fully committed to safeguarding and promoting the welfare of children and young people. The Trust expects all staff and volunteers to share this commitment and comply with safer recruitment procedures, including an enhanced DBS check and Children's Barring List check.

## Benefits

---

- Opportunities for professional development and CPD tailored to digital leadership
- Participation in Trust-wide initiatives and senior leadership forums
- Supportive and collaborative working environment

Signature of post holder	
Date	