



Accounts Payable Trainee Role Profile

About the role

This role reports into the Head of Finance and will be responsible for ensuring the integrity and completeness of the purchase ledger. Ensuring that all monthly tasks are completed accurately and efficiently with appropriate controls and provide requested financial information as requested.

OUR VALUES

We are a social care organisation that supports over 400 people every day, across ten local authorities. We provide adults and young people with safe, psychologically informed supports and provide housing solutions across Scotland. Our staff are trauma-informed, championing the rights of our supported people and helping them overcome barriers through the delivery of our values, Kind; Passionate; and Creative.

MAIN DUTIES AND RESPONSIBILITIES

1. Management of the purchase ledger :
 - Input of invoices / credit notes to finance system within set time frames
 - Ensuring repairs & maintenance invoices are processed correctly
 - Obtaining appropriate authorisation of invoices
 - Ensuring correct coding is used
 - Generation of payments to required timescales
 - Reconciliation of supplier statements on monthly basis or as required
 - Management of DD payments and invoices
 - Management and processing of utility bills
 - Dealing with supplier queries and providing first point of call for invoice queries
 - Purchasing duties as required
2. Review of Aged Creditor with Head of Finance on regular basis
3. Dealing with utility companies as required to move accounts as new properties are bought
4. Provision of reports as required
5. Undertake any Finance related tasks not specified in this job description as directed by the Head of Finance.

	Essential	Desirable
Qualifications/ Education	Maths & English Highers	
Knowledge		Housing Association / Charity processes with regard to purchase ledger. Finance / accounting understanding
Experience	MS Office especially Outlook & Excel	SDM Housing Software
Skills / Abilities	<ul style="list-style-type: none"> • Good communication skills both verbal and written • Attention to detail • Proactive attitude • Good organisational skills • Good problem solving skills 	
Personal Qualities	<ul style="list-style-type: none"> • Personal values in line with Blue Triangle's values. • Flexible, adaptable and reliable. • Friendly, calm and personable. • Patient, resilient and tolerant. • Compassionate. • Able to manage oneself 	