

Role Profile

Job Title: Accounts Payable – Mortgage Servicing

Department: Finance

Reports To: Account Payable Team Leader

Purpose of the role:

The Accounts Payable Associate is responsible for activities relating to processing invoices and customer refund in relation to mortgage servicing activities. Key accountabilities include processing transactions, records management, customer service and reporting. This individual is responsible for the completion of those activities in compliance with documented internal controls, policies, procedures and practices.

Key Accountabilities

- Perform standard accounts payable function including entering disbursement data using standard procedures.
- Prepare & process payments relating to Mortgage Servicing activity
- Manual & urgent payment administration via Barclays.Net. Liaise with Barclays to ensure timely release of all payments.
- Assist in the record management process including maintaining disbursement records and scanning maintenance.
- Assist in the AP payment process including mailing or disbursing cheques as requested, matching vouchers with cheque copies and sorting and preparing vouchers for scanning.
- Monthly reporting on payment inputting and payments.
- Ad hoc duties including vendor inquiries, banking and other duties as assigned.
- Assist in the review of invoice reports for accuracy and compliance with corporate policies.
- Support & maintain the UK AP Intranet, ensuring only current and authorised forms, procedures and mandates are published.
- Support Business Continuity, Planning & testing – cross training and providing cover within the team.
- Assist in maintaining up-to-date procedures for the AP function for both internal compliance controls and for FCA purposes.
- Deliver excellent customer service at all times - maintain a culture of Treating Customers Fairly (TCF) within own area of business, ensuring TCF considerations are taken into account during decision making.
- Undertake one-off pieces of work in response to requests from line management and the wider Finance department.

Essential Skills/Qualifications:

- Strong communication skills (written and oral)
- Familiarity with Financial Systems (i.e. Accounts Payable, General Ledger)
- Independent and self-motivated.
- Flexible/Dependable
- Intermediate PC skills required: Windows environment, word processing, spreadsheet, etc.
- Analytical and mathematical skills
- Detailed oriented, organized, and efficient
- Demonstrated ability to work independently with minimal supervision
- Ability to prioritise and meet deadlines
- Demonstrate the ability to research issues as they arise and make recommendations for resolution
- Accounts Payable experience, preferably in Windows client server based system

Desirable Skills/Qualifications:

- Mortgage/banking accounting experience
- Knowledge of financial systems – Phoebus, Oracle EBS

Our people embrace our values:

Fair - We are open minded and make unbiased, consistent decisions.

Accountable - We take ownership of situations so that our customers experience efficiency.

Customer first - We understand what our customers want and build strong relationships.

Transparent - We communicate clearly and concisely, ensuring that we are open with information.