



Birmingham
City Council

ABOUT BIRMINGHAM

Birmingham City Council, based in The Council House, Victoria Square, Birmingham B1 1BB, is the largest local authority in the UK – serving a population of a million citizens daily.

Based in the centre of England we are easily accessible by road, rail and air. When the redevelopment of New Street railway station and the new rapid transport systems are completed travelling to and around the city will be even easier.

We are the youngest city in Europe with under-25s accounting for nearly 40% of our population. We have over 400 schools, 15 universities and three university colleges within one hour's drive of the city.



We have great theatres, museums, the world famous [City of Birmingham Symphony Orchestra](#), beautiful historical buildings and our iconic [Library of Birmingham](#). We also have amazing concert and sporting venues such as the [NEC](#), [Edgbaston Cricket ground](#) and [Alexander Stadium](#).

Dining out in our city has something for all tastes with Michelin star restaurants across the city, Spicel Street by the [Bull Ring](#), the [Chinese Quarter](#) and our very famous [Balti Triangle](#).

Birmingham is still one of the most popular places to shop in the UK, with the impressive names of Selfridges and Debenhams already established here, the development of the new John Lewis store will add another fantastic dimension to the retail experience.

And that's just where we are now. With our [Big City Plan](#) and [adopted Development Plan](#) taking us forward and the exciting ongoing changes to the landscape of our city, and the upcoming [Commonwealth Games](#) in 2022, Birmingham will only continue to improve.

Connect with Birmingham City Council on social media:

 [@BhamCityCouncil](#)

 [birminghamcitycouncil](#)

 [@bhamcitycouncil](#)

 [Birmingham City Council](#)





BIRMINGHAM IS EXPERIENCING ONE OF ITS MOST EXCITING PERIODS OF REGENERATION AND DEVELOPMENT IN RECENT TIMES.

We aim to be a city of growth where every child, citizen and place matters - and Birmingham City Council wants to make a positive difference, every day, to people's lives. This underpins everything we do, whether that's setting our priorities, making decisions or delivering services.

Our priorities

Guided by the present situation – with a rising demand for services (especially adult social care), financial pressures and the need to invest in children's services – we plan to focus our resources on five key priorities:

- Birmingham is an entrepreneurial city to learn, work and invest in
- Birmingham is an aspirational city to grow up in
- Birmingham is a fulfilling city to age well in
- Birmingham is a great city to live in
- Birmingham residents gain the maximum benefit from hosting the Commonwealth Games
- Birmingham is a city that takes a leading role in tackling climate change

The council is just one key player in achieving these priorities. Over the next few years, our financial situation remains challenging so our role in the city needs to change. One of the biggest shifts we'll need to make is to move from directly delivering services to a position where we use our resources to enable and facilitate others. This means a much greater focus on collaboration and partnerships.

We see the council's role as providing strategic leadership – that's being able to visualise a new future for the city and equipping others to share our vision. We want to ensure the provision of decent services for all, so we can focus on supporting those least able to support themselves. And we'll work with partners and put citizens and neighbourhoods at the heart of our decision-making.

The resources to deliver these priorities

- [Budget for Birmingham for 2019 to 2020](#)
- [Council Financial Plan](#)

Useful links

[Birmingham City Council Wikipedia page](#)

[Birmingham City Council news page](#)

[How the Council works](#)

[How the Council is changing](#)

[Working in Birmingham](#)

[Council performance](#)

[Council financial plan](#)

[Birmingham City Council finance](#)



We're proud of the culture we are building – an open, inclusive and diverse workplace in which everyone has the opportunity to be their best. To join this journey, newly appointed employee's will be fully supported with a structured induction programme to help you settle in.

BIRMINGHAM CITY COUNCIL

JOB DESCRIPTION

JOB TITLE: AP Manager

JOB NO:

GRADE: Grade 6

DIVISION: Shared Services' Centre

NO OF POSTS: 1

SECTION: Accounts Payable

1.0 JOB PURPOSE

- 1.1 To manage and be responsible for a team of staff delivering an efficient and customer focused Accounts Payable function to City Council directorates, schools and external customers ensuring that all deadlines are met, and suppliers are paid accurately and on the due date and that supplier debts are managed appropriately.
- 1.2 To manage the processes relating to compliance, including compliance reporting; overpayment recovery, supplier statement reconciliation and self-service functionality to ensure appropriate support is provided to managers and suppliers and that transactional activity relating to Accounts Payable is managed efficiently and in accordance with corporate requirements.
- 1.3 To manage the processes relating to Invoice Processing, including invoice processing & payment; query resolution, construction industry taxation, sundry ad-hoc payments and Carefirst related activities, to ensure appropriate support is provided to managers and suppliers and that transactional activity relating to Accounts Payable is managed efficiently and in accordance with corporate requirements.
- 1.4 To manage the processes relating to Purchase Cards and Vendor Master Data, including purchase cards, virtual cards, local welfare provision, card training and vendor master data functionality to ensure appropriate support is provided to managers and suppliers and that transactional activity relating to Accounts Payable is managed efficiently and in accordance with corporate requirements.
- 1.5 To manage all operational aspects of Accounts Payable administration including relationships with Service Birmingham, Suppliers, Corporate Procurement Services, City Council directorates, schools and other internal and external agencies ensuring that all business needs are met.



2.0 RESPONSIBILITIES

Operational Responsibilities

- 2.1 To manage on a day to day basis all technical and operational accounts payable processes, including compliance reporting, overpayment recovery, supplier statement reconciliations, supplier self-service, invoice processing, payment query resolution, construction industry taxation, sundry ad-hoc payments, Carefirst related activities, purchase cards, and the vendor master database, ensuring that all operational and corporate deadlines are met and targets achieved.
- 2.2 To ensure that all Accounts Payable processes within the team are compliant with statutory regulations, those of Birmingham Audit and other City Council policies and regulations.
- 2.3 To manage and control the work of the Accounts Payable team ensuring that other key activities such as change management, data reporting, internal control and support, and query resolution are undertaken in accordance with City Council policies and procedures.
- 2.4 To effectively manage the Accounts Payable team, on a day to day basis, ensuring that individual workloads are allocated, monitored and reviewed in accordance with the City Council's performance management framework.
- 2.5 To ensure that appropriate support is provided to BCC managers and suppliers using SAP self-service functionality such, that those using the system do so in a manner which is compliant with Corporate requirements
- 2.6 To ensure that team members are trained to the required standard to enable them to undertake their duties efficiently.
- 2.7 To ensure that queries referred to the team from employees, service users and other stakeholders, whether by telephone, email are investigated and responded to in a professional and efficient manner.

Analysis & Reporting Responsibilities

- 2.8 To manage the maintenance and reconciliation control analysis, including feeder file, vendor and purchase card reconciliation, in accordance with procedures agreed with Birmingham Audit and the Audit Commission.
- 2.9 To manage the analysis of complex compliance data in order to produce and provide a diverse range of daily, weekly and monthly financial and other reports and outputs.
- 2.10 To manage the analysis of invoice processing data in order to produce and provide processing work allocations, outstanding workload analysis, closedown projections and other outputs.
- 2.11 To manage the analysis of purchase card data in order to produce and provide a diverse range of card related financial and transactional activity and other reports and outputs as required by the AP Manager.



- 2.12 To manage the preparation and analysis of accounts payable data to resolve discrepancies, referring, where appropriate, to senior managers
- 2.13 To be responsible for the Council’s SAP change control process ensuring appropriate communication with Service Birmingham, the Business Support Centre and other partners and stakeholders.

Strategic Responsibilities

- 2.14 To actively drive the Service through any change to a service re-design which will deliver more efficient ways of working.
- 2.15 To determine the objectives and direction for the accounts payable teams and to ensure continuous improvement of quality service delivery.
- 2.16 To ensure that operational and team managers in Accounts Payable are collectively and individually driving delivery and meeting performance targets related to SLAs or formal contractual arrangements.
- 2.17 To contribute to service planning including risk management, business continuity/emergency planning, equality assessments, budget monitoring and business plans both within the Section and across the Shared Services Centre.
- 2.18 To attend Management and other meetings as required representing Accounts Payable, and to contribute to the decision-making process across a broader platform of shared services.
- 2.19 To deputise for the Assistant Director Shared Services when required.

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 LEVEL OF SUPERVISION

- 1. Regularly supervised with work checked by supervisor.
- 2. Left to work within established guidelines subject to scrutiny by supervisor.
- 3. **Plan own work to ensure the meeting of defined objectives.**

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	GRADE	NO OF POSTS	LEVEL OF SUPERVISION
Team Leaders	5	3	3



5.0 SPECIAL CONDITIONS

Managers	
Equality/Diversity	Promote, adhere to and implement the City Council’s Policy on Equality of Opportunity within your Team/Section/Division and within the Directorate generally and work consistently to embed equality and diversity into service delivery through the Equality Impact Needs Assessment process.
Sustainability	Promote the City Council’s sustainability Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in a sustainable way.
Health & Safety	Implement the Directorate Health and Safety Policy ensuring that there is <ul style="list-style-type: none"> - regular and systematic identification, review and evaluation and control of risks - promotion of safe working practices - action to stop unsafe working practices and procedures - compliance with the Health & Safety Policy

PERSON SPECIFICATION

JOB TITLE: AP Manager

GRADE: Grade 6

DIVISION: Shared Services Centre

SECTION: Accounts Payable

**Method of Assessment (M.O.A.) - AF = Application Form I = Interview T = Test
P = Presentation**

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	1. Experience of managing a shared services centre function delivering Accounts Payable services within a large complex organisation.	AF/I
	2. Experience of managing operational relationships including query management with customers and stakeholders.	AF/I
	3. Experience of using financial software applications to produce reports and prepare other business documents.	AF/I
	4. Some experience of managing politically sensitive issues.	AF/I
	5. Experience in the preparation and presentation of policy and procedure documents.	AF/I/T



	6. Experience of participating in corporate initiatives such as Investors in People or the introduction of new financial systems and processes as well as developing teams.	AF/I
SKILLS AND ABILITIES	1. Detailed operational knowledge of relevant legislation, statutory regulations and local authority financial procedures relating to Accounts Payable administration.	AF/I
	2. Ability to monitor performance and take corrective actions including the formulation of development and improvement plans	I
	3. Advanced numeric skills with the ability to interpret complex numerical information as well as the ability to interpret complex written procedures and legislation.	AF/T
	4. Ability to manage a team effectively in order to ensure delivery of quality services to customers and stakeholders.	AF/I
	5. Ability to communicate effectively and build relationships with internal and external collaborators.	AF/I
	6. Ability to work in a pressurised environment and manage competing priorities in changing circumstances.	I/P
	7. Ability to produce complex reports and policy documents in order to present statistical and financial information. Ability to investigate and resolve transactional enquiries relating to Accounts Payable matters	I/P/T
	8. Able to actively support the continuing process of culture change, responding to constraints with a “can do” approach.	I/T
	9. Personal understanding of the value of diversity.	AF/I
TRAINING	Able to demonstrate commitment to ongoing continuous professional development.	I
EDUCATION/ QUALIFICATIONS	A relevant professional qualification and/or significant equivalent experience. (NB Full regard must be given to overseas qualifications)	AF

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S EQUAL OPPORTUNITY POLICY