

# Invoice Processing Administrator – Job profile

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- **Purpose:** Processing all invoices received, ensuring accuracy, efficiency, and compliance to achieve processing goals.
- **Reporting:** Reporting to Invoice Processing Co-Ordinator. No delegates
- **Values:** Co-operation, Self Help, Self responsibility, Democracy, Equity and Equality.
- **Essential Skills:** Advanced Excel, Effective communicator, Ability to prioritise, problem solve and Attention to detail
- **Desired Experience:** Experience of invoice & file processing, Prior experience with a purchase order system and Interfaces
- **Qualifications:** Maths & English GCSE grade C equivalent or above

## We make a *difference* to Members & customers

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|--|---|---------------------------------------|
| • Processing of the invoice payments on behalf of Central Coop Funeral Plans LTD.  | ✓ | <b>Stakeholder Management.</b>        |
| • Build and maintain relationships with internal and external stakeholders, actively resolving queries and escalating when required. | ✓ | <b>Clean Audit.</b>                   |
| • Support internal and external audits – providing data and completing actions within agreed timescales                              | ✓ | <b>Clear and accurate accounting.</b> |
| • Support with period end activities as and when required.   | ✓ | <b>Compliance.</b>                    |

## We're *better* every day

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|---|---|--|
| • Processing of invoices, ensuring they are accurate, paid within the agreed payment terms and are compliant with Society policies. | ✓ | <b>Site Compliance.</b>                            |
| • Update and continually review standard operating procedures   | ✓ | <b>Controls framework.</b>                         |
| • Deliver continuous improvement initiatives to invoice processing workflows, aiming for efficiency and accuracy.                   | ✓ | <b>Deliver against Service Levels and targets.</b> |
| • Ensure training is current and up to date across the team and other areas   | ✓ | <b>Continuous Improvement.</b>                     |

## We're a *caring* community

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|--|---|---------------------------------|
| • Build connections in your local community and support colleagues on how they can get involved in community activities                                | ✓ | <b>Community Volunteering.</b>  |
| • Support the Society with work experience colleagues by supporting local Schools and Colleges on the day-to-day activities within invoice processing. | ✓ | <b>Supporting young people.</b> |

## We work together with *purpose*

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|--|---|--|
| • Support the Invoice Processing Co-Ordinator, Payments & Control Co-Ordinator, Purchase to Pay Manager and the Senior Shared Service & Compliance Manager in supporting with projects, ad hoc tasks and participating with problem solve sessions.                      | ✓ | <b>Productivity and delivery.</b>              |
| • Demonstrate collaborative working across the Shared Service team.  | ✓ | <b>Collaborative working.</b>                  |
| • Support the delivery of the Finance Tech roadmap acting as a lead subject matter expert for Invoice Processing, ensuring projects are delivered within the agreed timescales, ensuring colleagues are engaged, trained, communicated too and processes are documented. | ✓ | <b>Technology to support delivery of task.</b> |