



Job description

Job title	Accounts Payable and Accounts Receivable Ledger Controller
Division	Finance
Career Level	4
Responsible to	Financial Controller

INTRODUCTION

Porton Biopharma Ltd, Porton Down is a medium sized company performing a range of production, quality and development roles within pharmaceutical production, process and analytical development, quality control and quality assurance. The Company carries out the manufacture of Erwinase® and Anthrax Vaccine as well as contract manufacturing projects.

The Finance Directorate delivers the company's finance functions. This includes defining and delivering the business and financial strategy/budget to enable the efficient compliant delivery of products and services to specification / plan and to grow the business profitably.

JOB SUMMARY

The Accounts Payable and Accounts Receivable Ledger Controller will be primarily responsible for Accounts Payable (via e-invoicing), Accounts Receivable, general accounting support as required and support of the roll out of the new Sage 200 Accounting system.

Communication and key working relationships

Internal

- Finance Director
- Financial Controller
- Financial Planning and Reporting Analyst
- Payroll Accountant
- Management Accountant
- Other finance team members
- Company Secretary
- PBL Executive Management Team
- Project Managers
- Unit and Functional Managers

External

- Customers (financial managers, heads of finance, accounts managers)
- PHE finance department (Financial Controller, Capital Programme Manager, etc.)
- UK Government Stakeholders and other bodies (e.g. DH, Cabinet Office, MoD, UKTI)
- Overseas Government Agencies (NIAID, BARDA etc.)
- E-Invoicing partner
- Suppliers (Finance team)
- Third-party support provider for the ERP system

MAIN DUTIES AND RESPONSIBILITIES

- Assist with the transition of Accounts Payable and Accounts Receivable in-house from Public Health England (PHE)
- Accounts Payable – Processing of invoices, matching invoices with Purchase orders via an e-invoicing system.
- Accounts Payable – supplier payments and query resolution
- Accounts Receivable – raising of invoices, posting invoices and cash received to the ledger, and matching cash received with invoices.
- Accounts Receivable – customer payment management
- Control accounts for Accounts Payable and Accounts Receivable
- General accounting duties as required
- Support of the roll out of the new Sage 200 Accounting system.
- To ensure compliance with all Company policies and procedures including those relating to Health and Safety.

Other

The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by the directorate.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.

You will be required to be familiar with the roles and detailed responsibilities of all other members of the finance department and able to provide holiday cover and other peak period cover as needed.

It should be noted that the work of the division is of a confidential nature and must not be communicated to other persons except where required for authorisation purposes.

Professional development

You should pursue a programme of continuous professional development in accordance with any relevant professional registration or statutory requirements, while maintaining appropriate awareness of service provider requirements.

You should adhere PBL values and behaviors:

- Passion
- Respect
- Integrity
- Diligence
- Excellence in Execution (E²)

Person specification

	Essential	Desirable
Eligibility		
Current, valid Right to Work in the UK	<input checked="" type="checkbox"/>	
A good standard of written and spoken English Language	<input checked="" type="checkbox"/>	
Qualification		
AAT/Qualified by Experience in AP/AR	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge and experience Experience as defined by type/level (not length)		
Previous experience of Accounts Payable (3 years)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Previous experience of Accounts Receivable	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Previous experience of Sage 200	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Skills and capabilities		
Communications, written and verbal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good interpersonal skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computing / MS Office capability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Problem solving skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Planning and Organisational Skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Equality and diversity		
An understanding of and commitment to equality of opportunity and good working relationships, both in terms of day-to-day working practices, but also in relation to management systems	<input checked="" type="checkbox"/>	

Job description agreed with the post holder:

Employee Name:	Date:
Employee Signature:	

Manager Name:	Date:
Manager Signature:	