

Job Profile

Job Title: P2P Compliance Officer
Job Grade: Level 4 Zone 1
Salary Range: £43,004 - £49,131

About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. We are not just home to UK's fast-growing economy. We are home to the most important conversations happening today. Making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

The Finance service in Camden has an ambitious vision to ensure delivery of a high-quality, value-added service with excellent financial controls. We will do this through an exciting journey of change, challenge, and innovation.

To deliver on this aspiration, our finance team is expected to work in a collaborative way within the council, and with our residents and partners. It is important that we provide a service that always reflects best practice and is streamlined and efficient. To achieve this, we will continue to invest in our teams to ensure they are properly resourced and skilled to provide sound, relevant financial advice, innovative solutions to support service pressures, demonstrate initiative and lead a solution focused service.

About the role

This is a largely a customer facing role working with both services across the council as well as suppliers. As a key member of the P2P team you will be required to assist with providing efficient, effective and high-quality Accounts Payable support. You will support the P2P Manager ensuring that key analytical data on performance and reporting of Accounts Payable across the council is updated and available for senior management.

You will be required help service areas to understand and comply with purchase to pay processes by providing guidance, advice and training and utilise the latest benchmarking data to ensure a high quality of service delivery, constantly identifying opportunities for improvement. In this role you will need to handle and resolve enquiries from supplier and service areas relating to the purchase to pay process whilst ensuring that high levels of satisfaction are achieved in relation to the Accounts Payable service.

You'll need to ensure that user guides and processes are maintained and updated regularly and communicate with budget managers and service users on changes to processes ensuring that budget managers and suppliers comply with the councils purchase to payment procedures.

Key deliverables for the post:

- Identify and implement new requirements and potential enhancements to management information systems, reporting processes, KPI's and operational procedures in alignment with current and future business requirements.
- Design and implement processes/solutions to resolve identified issues in Accounts Payable and Purchase to Pay (P2P).
- Develop Accounts Payable reporting and KPI's to highlight cost saving and value-add opportunities and propose and implement relevant improvements.
- Identify and utilise opportunities for benchmarking that will provide comparative performance data with the other authorities/trade and identify opportunities to improve service delivery.
- Develop and maintain good working relationships with suppliers, including promoting a positive approach in using information technology to improve efficiency for Accounts Payable processes.
- Manage and assist with allocated projects within the Accounts Payable function.
- In conjunction with the P2P Team Manager to facilitate internal and external audits ensuring Auditors have access to all the information they require. To take responsibility for ensuring that all audit recommendations are fully implemented.
- To take responsibility for compiling sundry creditor lists, working closely with Finance teams, for the purpose of closing accounts at year end.
- Proactively advise management of any significant discrepancies or failures in financial or control procedures.
- Support a wider range of stakeholders to comply with procure to payment processes so as prevent delays in payments being made and minimise the level of manual intervention required to release payments (including invoice holds and retrospective purchase orders). This includes officers involved in the 'procure to payment' process across the Council, suppliers, budget approvers and Finance representatives.
- Provide a high level of customer service to suppliers and internal stakeholders at all times, taking action to ensure that payments are made within specified target times and achieving high levels of customer satisfaction.
- Carry out regular training on procure to pay processes and undertake coaching and quality checking of work carried out by the AP team and officers in service areas who are involved.
- To identify areas of risk which the council should consider in preventing fraud.
- Contribute to the continuous improvement of the P2P service and design and implement new processes and procedures.
- Contribute to the overall success of the P2P team, supporting team members and taking personal responsibility for ensuring they achieve excellent performance. This includes identification of areas of backlogs and causes, providing suggestions on resolving issues.
- Undertake any other duties commensurate with the general level of responsibility of this post.

About you

- Extensive knowledge of end-to-end Purchase to Payment process
- Proven track record of identifying, implementing, and communicating change.
- Ability to demonstrate clear and effective relationships and communication with system users across both a finance and non-finance background.
- Demonstrate the ability to analyse data to identify positive change to an organisation.

Work Environment:

This role is office based, offers flexible working arrangements that comply with the Councils current hybrid working arrangements.

People Management Responsibilities:

There are no line management responsibilities within this role.

Relationships:

Key relationships will be with:

- P2P Manager
- Suppliers
- Procurement
- Oracle
- Head of Oracle Cloud Support
- Head of Finance Treasury & Pensions
- Finance and non-Finance Service Teams, Budget Managers

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk.

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,

Note:

This document is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.