

## **Job Profile – Purchase to Pay (P2P) Officer**

**Job Title: Purchase to Pay Officer**

**Job Grade: L3Z1**

### **About Camden**

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're 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.

### **About the role**

To provide high-quality service through either processing, authorising payments, or supporting service users and suppliers.  
Ensuring that supplier invoices are paid within the agreed payment terms which can impact our local businesses within Camden.  
Resolve problems that arise in the end-to-end Purchase to Payment cycle supported by the team.  
And provide high-quality support and advice to internal services and external suppliers.  
Ensure an appropriate focus on customer service on all purchase-to-pay queries.

### **About you**

GCSEs (5 A-Cs or equivalent, including Maths and English) or relevant work experience  
Experience in an office environment or similar or related role  
General accounts payable experience is required  
Good level of IT skills - MS Office (excel, outlook, etc.)  
Communicates effectively at all levels (verbal and written skills)  
Ability to record and deal with data accurately and effectively  
High attention to detail  
Team player  
Problem-solving skills

### **Work Environment:**

Hybrid working environment – Office based as well as working from home

### **People Management Responsibilities:**

This post has no management responsibility. Post holders are expected to work with colleagues to share knowledge and experiences. Post holders may need to mentor trainees or interns.

### **Relationships:**

Frequent meetings with other members of Finance and procurement Occasional face-to-face meetings with service managers.  
Daily contact by phone, email, and Teams with system users to advise on the process, and best practices regarding purchase-to-pay issues/processes and to assist them in using systems. Provision of training to service users and suppliers via Teams or in person, daily contact by phone or email with suppliers  
infrequent meetings with other local authorities Work with both external and Internal Audit as required Infrequently attend meetings as a representative of the council. This may include but is not limited to meetings regarding Purchase Cards, supplier portal, duplicate payments, cross authority working, and Early payment discount programme.

### **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**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

### **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](http://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](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.