

**The
Workforce
Development
Trust**

Accounts Payable

Job description

Job Title	Accounts Payable
Department	Finance
Reports to	Finance Team Leader
Location	Bristol, with hybrid working available
Pay Scale	£25,000 to £28,000 (Pro rata if part time)
Contract	Permanent
Hours	Full Time – 37.5 hours per week (would consider part-time)

The Workforce Development Trust

The Workforce Development Trust is a not-for-profit organisation that provides services that support employers to develop skilled, sustainable, and efficient workforces in the UK and abroad. We operate via our five brands; Skills for Health, Skills for Justice, SFJ Awards, ICQ Awards and People 1st International, which deliver specialist, targeted skills interventions to support a variety of frontline public services.

Job summary

This is a Bristol Office based role and a great opportunity for someone looking to gain finance experience in a hands-on role within the finance team. The post holder's primary responsibilities will be to manage the Accounts Payable for the whole business, processing invoices, managing timely payments and reconciling supplier accounts. You will also be involved with issuing expenditure contracts for the different functions across the business.

The post holder is responsible for the provision of a professional and efficient range of finance support as part of the Finance Team, reporting into the Finance Team Leader and ensuring that the service requirements are complied with accurately and on time and are delivered in a professional, customer focused way.

The post holder will be responsible for ensuring that financial information is processed in accordance with the Financial Control Framework, providing advice as required.

Key responsibilities

- Manage the Accounts Payable for the business, this will include but not be limited to the below responsibilities:
 - Process all supplier invoices in a timely manner, ensuring they are accurate in the finance system.
 - Processing regular supplier payment runs to ensure payment terms are adhered to.
 - Managing any foreign supplier invoices.
 - Reconcile monthly supplier accounts.
 - Resolving issues of non-payment and follow up outstanding queries to a satisfactory conclusion.
 - Work with the wider business and the finance team to ensure purchase orders are raised and invoices are received timely and accurately.
 - Keep the finance system up to date for supplier information.
 - Feedback any issues to the Finance Team Leader and Financial Controller.
- Expenditure Contracts – Be the main contact for the raising and issuing of expenditure contracts for the business, responsible for reviewing contract requests, ensuring IR35 is compliant and that contracts are issued accurately and timely.
- Cover for other members of the Finance Team as required for leave, etc, for example Accounts Receivable/Credit Control.

Financial Governance

- Involved with compiling and assisting with the annual audit process.

Person specification

Criteria	Essential	Desirable
Education and qualifications		
Educated to A Level standard or equivalent demonstrable knowledge and experience gained in a Finance Department		X
AAT Qualified		X
Knowledge		

Up to date knowledge and understanding of best financial practice.		X
Experiences		
Advanced Microsoft Office experience		X
Experience of using Finance Systems e.g. Access Dimensions	X	
Experience of developing effective working relationships with internal and external stakeholders	X	
Skills and abilities		
Strong interpersonal skills, with the ability to build positive professional working relationships with managers, employees and external stakeholders	X	
Proactive, organised and can work on own initiative as well as being a team player	X	
Able to deliver consistent detailed information that is reliable and accurate	X	
Proven ability to meet deadlines and work under pressure	X	
Ability to analyse, investigate and resolve financial queries and discrepancies. Must be able to balance the detail with the bigger picture	X	
Ability to be mobile across the UK	X	

Job Description Completion

Name	Verity Sheehan
Job title	Financial Controller
Department	Finance
Date	5 th February 2026

All job descriptions are subject to review. All post holders are expected to be flexible and prepared to carry out any similar or related duties that do not fall within the work outlined. The line manager, in consultation with the post holder will undertake any review.

Safeguarding

The Workforce Development Trust Ltd are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to share this commitment.

Equal Opportunities

The Workforce Development Trust Ltd are committed to eliminating unlawful discrimination and promoting equality of opportunity. Every employee has a personal responsibility to:

- Ensure their behaviour is not discriminatory.
- Does not cause offence.
- To challenge the inappropriate behaviours of others.
- Adhere to the Equal Opportunities policy.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act (1974), it is the duty of every employer to:

- Take reasonable care of themselves and for others at work.
- To co-operate with The Workforce Development Trust Ltd as far as is necessary to enable them to carry out their legal duty.
- Not to intentionally or recklessly interfere with anything provided, including personal protective equipment for Health and Safety or welfare at work.

The Workforce Development Trust Ltd will take all reasonable practical steps to ensure your health, safety, and welfare whilst at work. If employed, you must familiarise yourself with the Health and Safety policy and Fire Safety rules. It will be your legal duty to take care of your own health as well as that of your colleagues.

Confidentiality

Within this role there will be a need to use or be party to confidential information. The employee may not disclose any information of a confidential nature relating to The Workforce Development Trust Ltd or in respect of which The Workforce Development Trust Ltd has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or required by law.

The unauthorised use or disclosure of personal information no matter whether in verbal, written, or electronic format, or through negligence, is regarded as misconduct. Employees are expected to act with integrity both inside and outside the workplace.

Data Protection

If you apply for a position with the Workforce Development Trust, we will use the information you provide to assist in the recruitment and selection process. Under GDPR, the general information that you supply about yourself is known as your

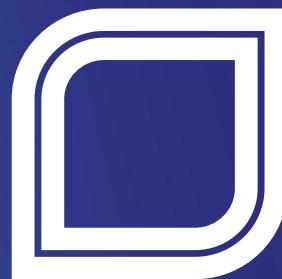
personal data and information about any criminal convictions, ethnic origin, and health, amongst other things, is referred to as 'sensitive personal data'.

The Workforce Development Trust takes the security of your data seriously, and will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Workforce Development Trust will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, where necessary, the Disclosure and Barring Service to obtain necessary criminal records checks. The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Workforce Development Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Workforce Development Trust may also need to process data from job applicants to respond to and defend against legal claims.

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is deemed necessary. We will hold details of all applicants until the post applied for is filled. After which, if the candidate is unsuccessful, all documents held will be confidentially disposed of, both electronically and physically. Data will not be held for any longer 3 months of receiving an application. At the end of that period, your data will be deleted or destroyed. If you wish for your data to be destroyed before this period, you may contact the HR department and request for your data to be deleted. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Other Employment

You may not without prior permission in writing of The Workforce Development Trust Ltd, be employed or otherwise engaged in any other business, trade, or profession, either directly or indirectly in any capacity whatsoever.



The Workforce Development Trust

Vertigo,
Cheese Lane,
Bristol, BS2 0JJ
Tel: 020 3074 1222



**The
Workforce
Development
Trust**

