

Work with us... Join our Business Support team

Job description, person specification and other information on why joining the Dimensions team is a great choice to make!



Welcome

As one of the country's largest not-for-profits, we are driven by our values. People with learning disabilities and their families are at the heart of everything we do and we want every person we support to have a great life, with excellent outcomes. We couldn't achieve this without a wide range of business support functions, either based within our central services teams or within regional teams.

It all starts with you!

Why choose Dimensions?

We're an organisation that sets the standards for our sector.

By joining one of our business support functions you'll use market leading technology and tools to help us become an exemplar organisation, making sure we're the best we can be.

We encourage all our colleagues to have a healthy work-life balance and we'll work with you to regularly identify opportunities to develop your skills and career.

We can offer great opportunities for career development and offer sector-leading training programmes and qualification opportunities.

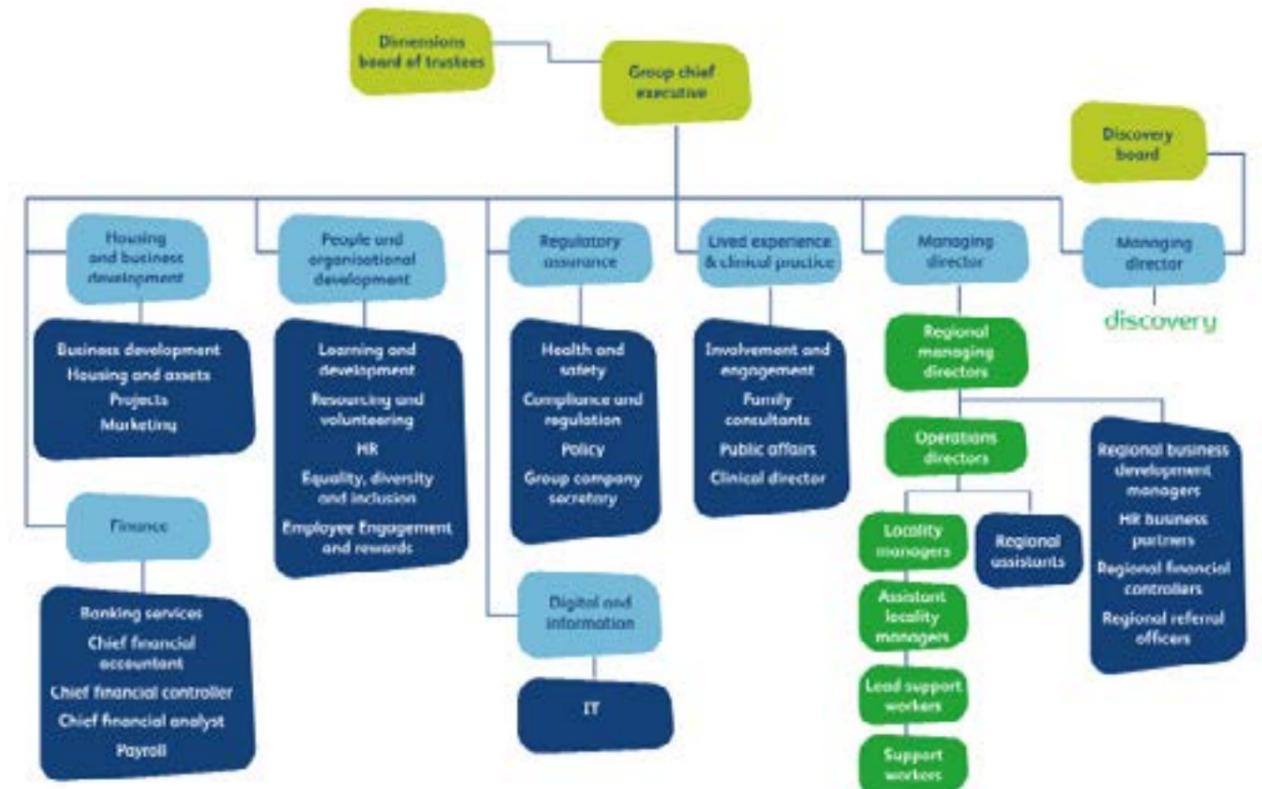
We are an inclusive employer, valuing the diversity of our workforce, being respectful of differences and making reasonable adjustments to ensure people reach their full potential.

Your hard work and dedication won't go unnoticed. You'll make a real difference to people's lives and could be nominated for our Inspiring People recognition scheme.

Our team and our values

We are a values based employer, which means we expect everybody to demonstrate our five core values:

- **Ambition:** helping people be the best they can be
- **Courage:** being brave enough to make a difference
- **Integrity:** being honest and fair in all the things we do
- **Partnership:** working with other people to make a bigger difference
- **Respect:** treating everyone fairly and knowing that everyone's voice is important.



Our career development programme:

Aspire

All permanent colleagues have regular opportunities to gain a place on our award-winning career development programme, Aspire.

If you secure a place, you'll explore new ways and opportunities to progress with help from a professional career coach.

Your coach will support you to develop your training, job shadowing and networking opportunities.

From here, you'll work together with your line manager to establish a career development plan and see how you can achieve your goals.

Our skills development programme:

Learning Connect

Learning Connect is a fresh and interactive online learning platform available to all our colleagues.

You'll have the opportunity to work through a wide range of training courses and development pathways – learning new skills and improving your knowledge in areas such as assertiveness, time management, project management and handling conflict.



Our benefits

Our sector-leading package of colleague benefits really builds up... Your benefits can be worth up to £1,220 per year.

Your reward

- Competitive salary.
- 30 days annual leave entitlement (including bank holidays), rising to 35 days.
- Pensions, including a money purchase scheme with employee and employer contributions.
- An occupational sick pay scheme.
- The opportunity for flexible working.

Looking after you

- Free access to the Employee Assistance Programme (EAP) with a 24/7 helpline for advice – also available to family members.
- A comprehensive wellbeing strategy and listening network.
- Free death in service life assurance cover.

Valuing you

- Discounts and cashback on shopping through Rewarding Dimensions.
- Recognition of excellence in our Inspiring People awards.
- £200 bonus for recommending a friend to work for us if they're employed.
- You may also benefit from a work mobile phone, our bike to work scheme, season ticket loans, and more.

Your development

- We provide a thorough induction and training programme when you join us.
- In addition to regular 1-2-1s and annual appraisals, we'll help you develop and progress your career.
- We've invested to provide you with free, ongoing access to a huge range of training and support to help you develop.

Moving on up

- We offer fantastic career development opportunities and have a 'promote from within culture'.
- Aspire, our award-winning career development programme, will support to you to develop the skills, confidence and experience to progress your career within the Dimensions Group.
- We provide financial bonuses every five years through our Long Service Awards.

“Every individual makes a difference to the quality of support we provide, whatever job they do”

Stella Cheetham

Group Director of People & Organisational Development

“At Dimensions we believe that each and every role within the organisation contributes to achieving our organisational purpose: supporting people with a learning disability or autism to enjoy life to the full.

We encourage people from our central services to get out and about, to meet our operational colleagues and experience the work we do to support people.

We recognise that all of our roles have a vital contribution to make. We ensure that everyone is aware of the individual difference they can make to the quality of support we provide, whatever job they do.”



Accounts Payable Officer

Job description and person specification

Job title: Accounts Payable Officer

Accountable to: Accounts Payments Manager

Purpose of the role

The Accounts Payable Officer is part of Dimensions Payments team and is responsible for scanning invoices and gaining management approval for payment, whilst checking supplier accounts, dealing with supplier queries, processing payments and sending out remittances.

Core duties

You will be expected to:

- Maintain the Oracle Fusion finance system and records by gathering, calculating, and inputting data.
- Resolve supplier and wider payable related queries on the telephone, face to face and via email.
- Identify, investigate and resolves discrepancies in invoice records.
- Process ad hoc payments.
- Adhere to Dimension's Financial Regulations, policies and procedures and comply with relevant legislation.
- Liaise closely with other team members and the wider Operational and Commercial finance teams, as well as other colleagues in the organisation.
- Manage all suppliers accounts in a timely and accurate manner making sure invoices are paid on time.
- Mentoring others and being supportive of cross training within the team.
- Communicate and support the Accounts Payable Manager and Deputy Manager, as well as other colleagues.
- Liaise with colleagues querying payments.
- Monitor and resolve queries received in 'payments' email box.

- Help Finance and non-finance colleagues to understand Accounts Payable processes and policies and ensure invoices are processed in line with Dimension's Delegation of Authority.
- Comply with internal and external audit requests for information.
- Adhere to our policies, procedures and standards as published.
- Keep information about the people we support, colleagues and the company confidential.
- Assist with the bacs run and sending out remittances.
- Reconcile supplier statements.

In addition to the above an Accounts Payable Officer is expected to:

- Complete all required training either by E Learning or attending courses and ensure all training is complete prior to working any shifts.
- Adhere to our policies, procedures and standards as published. Keep information about the people we support, colleagues and the company confidential.

Please note:

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role.

In addition to the above you are expected to:

- Undertake other duties from time to time as required by your manager or Head of Department / Director.
- Maintain confidentiality in accordance with our data protection policy and procedure.
- Work on an agile basis between your home and the Company's offices and/or any other locations as is reasonably required.

Person specification

Please use this in conjunction with the advertised requirements. The final column indicates how we will tell if you have provided evidence of the required criteria. Criteria considered from the application form will be marked Shortlisting, those reviewed when we meet you will be marked Interview and those considered via assessment at interview will be marked Test.

Experience		
Experience working within Accounts Payables	Essential	Shortlisting/ Interview
Experience of using Oracle Financials or Oracle Fusion ERP	Desirable	Shortlisting/ Interview
Experience of meeting targets and deadlines	Essential	Interview
Experience of managing own time and workload effectively	Essential	Shortlisting/ Interview

Skills		
Able to communicate effectively at all levels (both orally and in writing) and to build effective working relationships and internally and externally	Essential	Shortlisting/ Interview
Able to work in a highly organised, logical way, with a practical approach and able to prioritise	Essential	Shortlisting/ Interview
Excellent IT skills	Essential	Shortlisting/ Interview
Act with integrity, honesty and discretion, and exercising confidentiality in line with GDPR guidelines.	Essential	Shortlisting/ Interview

Knowledge and understanding		
Good understanding of accounting procedures and techniques	Desirable	Shortlisting/ Interview
Working knowledge of Oracle Financials or Oracle Fusion ERP	Desirable	Shortlisting/ Interview

Attributes		
Able to problems solve and work in a proactive rather than reactive manner	Essential	Shortlisting/ Interview
Ability to build, develop and maintain supportive and constructive working relationships with internal and external stakeholders	Essential	Shortlisting
Be a reliable, supportive, and professional role model for Dimensions	Essential	Shortlisting/ Interview
To work flexibly according to the business requirements	Essential	Shortlisting/ Interview
Have a can-do Attitude	Essential	Shortlisting/ Interview
Approachable, good listener who can remain calm under pressure.	Essential	Shortlisting/ Interview



Proving life can get better

Dimensions provides evidence-based, outcomes-focussed support including sector leading positive behaviour support for people with learning disabilities, autism and complex needs. We help the people we support to be actively involved in their communities.



Contact us

Email: resourcing@dimensions-uk.org

Telephone: 0300 303 9019

Find out more

www.dimensions-uk.org/careers

Find us on social media @DimensionsUK

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