



ADUR & WORTHING  
COUNCILS

## Job Description & Person Specification

Authority	ADC / WBC
Directorate	Core Services
Post Title	Exchequer Assistant
Post Number	TBC
Accountable to	Income & Payables Manager
Leadership responsibility for	None
Key relationships	<p><b>Internal:</b> All officers, members and employees of the Council and other local authorities.</p> <p><b>External:</b> All suppliers, solicitors, accountants, public utilities providers, financial institutions, members of the public and their agents, court officials, and Police.</p>
Work style	This role falls within the Blended Working Policy
Last updated	01/10/2024

## Job Description - Principal purpose of job (role summary)

- To provide support for the collection of sundry debtors income and the payment of supplier accounts. To provide support and assistance in the performance of creditor payments and sundry debtors functions respectively, and to provide any other administrative support to the Exchequer Services Section as may be deemed necessary by the Exchequer Manager

## Main duties, tasks and responsibilities of post holder

Role specific Duties and responsibilities
To assist with the processing of sundry debtors and creditors invoices.
To maintain customer's and supplier's standing details to facilitate correct processing of debtor and creditor invoices
To input entries for manual payments and amounts debited directly to the Council's bank account to prevent system cheques being generated in respect of the invoices processed for these payments.
Enveloping and dispatch of remittance advice's and Sundry Debtor Invoices
Dealing with supplier, customer or other council employee enquiries by phone, in person or in writing in order to ensure invoices are processed correctly and in accordance with approved procedures and timetables.
Providing assistance in the collation of statistical information or performance of other tasks as may be necessary from time to time in accordance with the direction and supervision of the Exchequer Manager.
To provide high standards of care to internal and external customers, to comply with Corporate Council Policies, and with any requirements under the Freedom of Information and Data Protection Acts..
Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.

Generic duties, tasks and responsibilities of post holder
Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any service of the Council as may be required from time to time.
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.
Promote the service and Council positively at all times.
The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

To uphold the Council's commitment to sustainability and a thriving environment through working together to rapidly reduce our impact on it, reduce carbon emissions and waste, protect and enhance nature and adapt to climate change.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur and Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' Safeguarding Policy.

## Person Specification:

The core skills and competencies below are taken from our organisational [Skills and Competencies Framework v1.0](#) and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.

<b>Participative</b>	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the <a href="#">Participation Skills &amp; Competencies</a>.</p>
<b>Adaptive</b>	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges &amp; opportunities to be able to adapt to change around you</p>
<b>Resilient</b>	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>
<b>Leadership</b>	<p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>
<b>Manager Competencies</b>	<p>Take a strategic approach to managing policy development, financial resources, and evaluate risks in order to mitigate against them.</p> <p>Be agile in decision making and adopt an open mindset to managing change in different settings, and be able to reflect on your own performance and that of others in order to drive improvement.</p> <p>Facilitating the contributions of others to a range of outward facing activities and adopt a storytelling approach to sharing good practice.</p> <p>Use a range of different communication skills to share your vision and influence others, while using the organisation's governance processes to work with Members effectively</p>

	Essential	Desirable
<b>Qualifications</b>	GCSE in English and Mathematics at grade C or above (or an equivalent grade)	Shows evidence of own career and professional development.
<b>Knowledge</b>	<p>Experience of creditors and debtors system;</p> <p>Proficient IT skills, particularly in Microsoft Office \ Google packages (Word, Excel, Outlook, PowerPoint or Google equivalents);</p> <p>Ability to organise work and communicate using digital tools</p>	Knowledge of TechOne financial management system
<b>Experience</b>	<p>Administration experience within a financial environment;</p> <p>Key board skills to input data accurately and over a sustained period of time.</p>	<p>Experience working within a busy and effective exchequer function;</p> <p>Experience of working in local government;</p> <p>Experience of working with a multi-entity environment;</p>
<b>Communication</b>	<p>The applicant must be able to deal with telephone and email enquiries from internal and external customers.</p> <p>Good communication is key to the smooth running of the department, politeness and a professional telephone manner is a must.</p>	
<b>Relationship Building</b>	<p>Demonstrate a good understanding of the information needs of customers</p> <p>Experience building good working relationships with internal and external stakeholders.</p>	
<b>Analytical</b>	The applicant must be able to use their skills to analyse information in our Finance System after full training is given.	Ability to apply strategic thinking and innovative approaches in the achievement of continuous improvement and best value.
<b>Planning/ Organising</b>	<p>Ability to prioritise the workload to meet deadlines.</p> <p>Excellent time management skills.</p>	

	<p>Maintains effective performance under pressure.</p> <p>Calm and methodical.</p>	
<b>Other requirements</b>	<p>Valuing kindness and compassion in the workplace</p> <p>Acceptance of political restriction (if applicable)</p> <p>Able to travel within the Adur and Worthing Districts</p>	

**Job description & Person Specification agreed by:**

<b>Post holder (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	