

JOB PROFILE

Post No.	80278
Post Title:	Payments Officer
Unit/Team:	Financial Services
Grade:	Grade C
Service:	Finance and Performance
Reports to:	Accounts Payable and Procurement Team Leader
Issue Date:	June 2023

PURPOSE OF THE JOB

- To be responsible for collating and processing data and generating payments to all outside suppliers and benefit claimants using the financial management system and advising other users in matters relating to it.
- To carry out the day-to-day processes of the cashiering functions
- To provide services to staff regarding the Council's car loan scheme
- To provide cover for colleagues within the Team to enable continuous provision of the team's key services.
- Collate information for the production of performance reports
- Provide support and administration services for the procurement function

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 To register, input electronically distribute invoices received.
- 1.2 To generate bank payments and cheques for creditors, Housing Benefits, Council Tax/NDR, Parish Precepts, Covid runs etc.
- 1.3 To notify relevant departments on returned/cancelled cheques and bank payments and take corrective action.
- 1.4 Create new suppliers on the financial management system after carrying out procurement compliance and company details checks
- 1.5 Distribute petty cash including balancing and recouping cash.
- 1.6 To liaise with internal and external customers in providing the Team's services.

- 1.7 To regularly advise officers of any outstanding invoices and GRN tasks that have not been coded/authorised and therefore not paid.
- 1.8 Raising purchase orders as requested and advising on and adhering to the No PO, No Pay Policy
- 1.9 To cancel purchase orders when requested and carry out the relevant adjustments needed at year end.
- 1.10 To maintain accurate supplier records in respect of the Construction Industry Scheme on a weekly/monthly basis and submission to HMRC
- 1.11 Receive, log and process any ad-hoc cash payments received by Council Officers
- 1.12 Receive and process cheques received in the post, via AIM to the relevant accounts/invoices
- 1.13 Reconcile and prepare cheques and cash ready for collection by security company
- 1.14 Issuing, recording and acquisition of controlled stationery.
- 1.15 Assist with the administration of the Council's Car Loan scheme including the recovery of loans when staff leave, providing quotes and ensuring correct deductions are made
- 1.16 To generate calculations and payments of car mileage claims to all Council employees
- 1.17 Review, maintain and update Authorised Signatories list, liaising with Chief Officers
- 1.18 Assist with the production of procedure instructions and process notes
- 1.19 Assist with sample checking throughout the organisation to ensure compliance with Contract Standing Orders and Financial Instructions
- 1.20 Assist with compilation of quarterly performance statistics
- 1.21 Other clerical duties associated with the above, including filing, scanning and record keeping.
- 1.22 Any other duties required to assist the smooth running of the team, including assisting with duties if needed.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Advising other members of staff, outside the team, who use the computer packages which deliver the services within the team.
- 2.2 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

No direct supervisory responsibilities.

Indirect supervision of staff in other areas using the systems delivering payments to suppliers and other systems controlled within the team e.g. the car mileage system.

4. FINANCIAL RESPONSIBILITIES

The post holder has no financial responsibility but will assist:

- To register the Council's payments via the financial management system ensuring transactions are paid in an accurate and timely fashion
- To carry out/assist with the day to day cashier functions
- To register payments of mileage and other car allowances in conjunction with payroll staff
- To distribute petty cash including balancing and recouping cash

5. RESPONSIBILITY FOR ASSETS AND DATA

5.1 The post-holder has no direct responsibility for assets or data but is required to:

- Maintain and update the Council's travel and expenses module for car allowance, mileage and related payments
- Maintain and update the Council's Financial Management System
- Update corporate and local performance management systems

In accordance with system administration guidance

6. EXTENT OF PUBLIC CONTACT

- Direct contact with Council suppliers
- Direct contact with former and current employees at all levels including Council Members
- Liaise with suppliers and running the computer systems within the team and the Council, which deliver the teams services.
- Liaise with official bodies e.g. HM Revenue & Customs.

7. WORKING CONDITIONS AND ENVIRONMENT

Office based on a rota basis, with duties also being able to be carried out working from home, with management approval. Availability out of normal hours to cope with serious problems relating to delays in payments to key customers e.g. Housing Benefit claimants and employees.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be

introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Payments Officer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
An ability to handle numeric data. Calculating, recording, assessing and providing information from that data.	E	A,I
Ability to communicate effectively both in writing and verbally	E	A,I
To demonstrate the ability to use computer packages which deliver the services provided within the team.	E	A,I
An ability to be self-motivated and able to work with minimum supervision.	E	A,I
An ability to prioritise duties to meet the tight deadlines within the team.	E	A,I
An ability to treat information received with confidentiality.	E	A,I
Must be able to listen effectively and understand instructions, to follow procedures relating to the various duties performed	E	A,I
Must be able to demonstrate good organisational skills.	E	A,I
Must be flexible and willing to carry out any operational, administrative or clerical duties as required.	E	A,I
To have proven experience dealing with payments to creditors	E	A,I
A sound basic financial knowledge equal to a BTEC in Finance or A Levels of an appropriate nature.	E	A,D
A commitment to work within our CAN DO values	E	A, I
To have proven experience in a Local Government financial environment or similar.	D	A,I
To have a good working knowledge of Microsoft Excel, Word and Outlook	D	A,I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D