

POST TITLE	Payments Officer	POST NO:	AS1067
SERVICE UNIT	Finance	GRADE:	6
JOB EVALUATION	A2035	JOB FAMILY	If applicable
RESPONSIBLE TO:	Payments Co-ordinator		
RESPONSIBLE FOR:	None		
LOCATION	Burnley Town Hall	STATUS	Staff

Job Purpose
To assist in the provision of an efficient and effective Payments Service, Payroll and Creditors for the Council. To participate in providing a prompt, effective, efficient and courteous enquiry service in respect of payments/information held by the Section. To assist in the completion of forms/returns as required by the Payments Co-Ordinator. To undertake general administrative duties as necessary.

Main Duties and Responsibilities:

1. To prepare and input data relating to all payments processed by the Section, ensuring that the data is input promptly and accurately.
2. To check the validity of and balancing the output from Payment's and Payroll systems and liaise with the Council's partners as required.
3. To make miscellaneous payments of deduction associated with the Payment's and Payroll systems.
4. To extract information from manual files and computer systems in order to deal with queries.
5. To complete forms, questionnaires, returns etc. as required by the Payments Co-Ordinator.
6. To update the register for Council Member's claims.
7. To verify sub-contractors with HMRC and the calculation of tax liability.
8. To identify personal training needs.

9. To assist in filing documents and computer tabulations.
10. To assist in the development and maintenance of good working relationships and communications with other Service Units and outside agencies.
11. To assist in providing a prompt and courteous enquiry service for Councillors, employees, outside agencies and members of the public as appropriate.
12. To deputise for the Payments Co-Ordinator when required.
13. To work as part of a team and to assist with and contribute to the development of the section as a whole.
14. To maintain confidentiality at all times.
15. To undertake other associated work resulting from processing payments including the despatch of payments.
16. To attend training identified as necessary to undertake current and future job requirements
17. To undertake all such other duties as required commensurate with the grading and responsibilities of the post.

Health & Safety

Employees are required to work with their employer to ensure a working environment that is safe and without risks to the health, safety and welfare of employees and others who may be affected. This is in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

FOOTNOTE

The Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

Equality Act 2010

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

Prepared by: Amy Johnson

Date: 22.02.2022

Postholder:

Date of issue:

Person Specification

POST: Payments Officer	GRADE: 6
DIRECTORATE: Resources	POST NO: AS1067

Selection Criteria	Essential/Desirable E/D	Method of Assessment Application/Interview/Test Presentation/Production of Certificates A/I/T/P/C
QUALIFICATIONS		
1. 3 GCSE's (or equivalent) including Mathematics and English at Grade 5/C or above	E	A/C
EXPERIENCE		
2. Payroll experience	E	A/I
3. Experience of clerical work within a financial environment	E	A/I
4. Experience of using computerised financial systems	E	A/I
5. Experience of dealing with customers	E	A/I
6. Experience of keeping and maintaining records	E	A/I
SKILLS AND COMPETENCIES		
7. Numeracy skills (e.g. to work out straight forward calculations accurately).	E	I
8. Ability to use computerised financial systems	E	I
9. Ability to organise workloads	E	I
10. Ability to work quickly and accurately in order to meet deadlines	E	I
11. Ability to keep and maintain records	E	I
12. Ability to work as part of a team	E	I
13. Ability to communicate effectively with staff and customers	E	I
14. Ability to adapt to change	E	I

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The Burnley Way

Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs.

Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives. Further details are contained in the Behaviour Framework