THE VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION

DESIGNATION/POST TITLE	**:**	Exchequer – Accounts Payable Assistant
POST NUMBER	**:**	W/FS/EX009
DEPARTMENT/DIRECTORATE	**:**	Finance, ICT and Property
DIVISION/SECTION	**:**	Financial Services
LOCATION	**:**	Civic Offices
POST GRADE	**:**	4
RESPONSIBLE TO	**:**	Senior Accounts Payable Assistant
RESPONSIBLE FOR	**:**	Nil
LIAISON	**:**	Officers at all levels with the Authority and external organisations
MAJOR PURPOSE OF POST	**:**	Administration of Council Payments

MAIN DUTIES AND RESPONSIBILITIES

The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

- Administer accurate and timely payments on behalf of the Council to include:
    a. Input and authorisation of invoices and credit notes
    b. Process payment run reports and produce BACS and cheque payment files
    c. Reconcile payment files with Cash Control
    d. Distribute remittance advices

- Ensure the efficient running of the payments processes and systems in the absence of the Accounts Payable Team Leader.

- Assisting with the maintenance of the Creditors database including customer and payment records

- Provide advice and information on the Construction Industry Scheme

- Implement tax arrangements for payment and reconciliation of individual Sub-Contractors in the Construction Industry Scheme in accordance with HMRC legislation

- Produce and reconcile monthly Construction Industry Scheme Tax Returns and statements within HMRC deadlines

- Record and reconcile all purchases made via the councils Purchase Card Scheme

- Dealing with written, telephone and personal queries from Creditors and Departments

- Record and reconcile CHAPS payments

- Cancel, stop and re-issue Cheques and BACS payments

- Assist in training users of the account payable systems on inputting and authorising creditor payments and dealing with enquiries.

- Matching invoices to purchase orders and resolving queries

- Check and unload transactional interface files onto Oracle Fusion AP financial system and resolve and interface anomalies.

- Support users of the Accounts Payable module with system queries.

- Assist with the general maintenance of the accounts payable system

- Regularly assist with the review the functionality of the ICT systems / modules in operation to improve the efficiency of the services.

- Assist in undertaking testing and assist with development of the modules through Year End Testing, Upgrading and Implementations. To include
    a. Preparation of test scripts
    b. Undertaking and recording outcomes of testing
- Assist in creation and maintenance of training manuals and delivery of training for the account payable systems

- Act on and share intelligence alerts provided by Anti-Fraud networks.

- Keep up to date and familiar with current Government Legislation and Regulations.

- Assist with implementation of legislation changes

- Maintain strict confidentiality of all data and deal in confidence and sensitively with employee, welfare and pay queries.

- **Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures**

- **To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties**

- **To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.**

- **To implement the principles of the Council's Environment Policy while carrying out the above duties.**

- **To report without delay any safeguarding concerns to the appropriate safeguarding officer.**

- **Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.**

SIGNED: **DATED:**
(Director/Chief Officer)

SIGNED: **DATED:**
(Postholder)