

Job Title: Finance Assistant – Accounts Payable	Role Profile Number: AF00009
Grade: K	Date Prepared: Feb 16
Directorate/Group: Enabling Services	Reporting to: Accounts Payable Supervisor
Structure Chart attached:	No

Job Purpose

Contribute to the effective delivery of a high quality Accounts Payable service. Perform all duties in accordance with defined processes, timetables and agreed service levels.

Key Accountabilities

- Accurate and timely entry of accounts payable transactions into Oracle Financials, Open Contractor, SWIFT and any other invoice payment systems the Council may use.
- Identify CIS, Pro Forma Invoices and Authenticated Receipts and ensure they are processed correctly.
- Deal with enquiries in relation to supplier payments.
- Record management information in line with team management requirements
- Complete all work in line with deadlines and team performance indicators, ensuring that any risks to this are notified to the Accounts Payable Supervisor at the earliest opportunity.
- Deal with enquiries from external and internal customers. Take ownership of query resolution providing support in escalation processes where appropriate.
- Contribute positively to continuous improvements of the team from sharing ideas to adopting new processes.

Supplementary Accountabilities

- Provide cover at busy times as required.
- Liaise closely with other colleagues, building and maintaining good relationships.

- Work on joint/cross-service activities to optimise team utilisation; and otherwise respond to team objectives.
- Undertake any other duties as required by the Finance Administration Management Team and perform activities within the scope of the role to Support all Finance Administration activities as directed by the Accounts Payable Supervisor.
- Promote a customer focused and team based culture that identifies, communicates, and addresses customer needs.
- To uphold and comply with the statutory provisions of Health and Safety at work Act 1974
- To understand and comply with Council Equal Opportunities Policy.
- To maintain confidentiality and comply with Data Protection Act.
- Act in accordance with HR policies

Knowledge & Experience

- Demonstrable administrative experience to include the use of Financial IT systems to input transaction data.
- Able to communicate effectively with customers and contacts

Qualifications

- Good level of literacy and numeracy skills equivalent to GCSE

Decision Making

- Ability to make day to day decisions relating to the tasks listed above
- Ability to prioritise own workload to ensure all tasks are completed within given timeframes
- Make recommendations to Line Management relating to performance

Creativity and Innovation

- Willingness to be proactive and present ideas for improvement in ways the service is delivered.
- Use creativity to suggest improvements in business processes
- Have the ability to identify and present new opportunities and persuade others of their benefits

Job Scope	Budget Holder	No
Number and types of jobs managed n/a	Responsibility	.
Typical tasks supervised/allocated to others n/a	Asset Responsibility:	

Contacts and Relationships (how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

1. Daily contact with supervisors, seniors and team members.
2. Contact with wider Finance team, managers and professionals.
3. Contact with officers at all levels across the Council.
4. Regular contact with 3rd party providers.

Other Key Features of the role (working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	