Senior Payments Assistant - Data Control

Grade 7

**Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and the people of Staffordshire
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

The Finance Directorate provides a range of services to the county council with the aim of providing strategic financial advice, securing stewardship, supporting effective decision making and enabling effective financial management.

**The Accounts Payable Team** prime responsibilities are, in an efficient and timely manner, to advise on payment policies and strategies; to facilitate the payment of suppliers, undertake the administration of purchase cards.

**About the Role**

The Data Control Team is responsible for the provision of timely management reports and administration of the county’s procurement card scheme.

***IF REQUIRED -Political Restriction:*** *This position is considered as a Politically Restricted Post under the Local Government and Housing Act 1989 and subsequent amendments introduced by the Local Democracy, Economic Development and Construction Act 2009.*

Reporting Relationships

Responsible to: Accounts Payable Team Leader – Data Control

Key Accountabilities:

1. Manage payment processes in county council finance systems.
2. Administering purchase card processes including liaison with card provider and card holders.
3. Production of, analysing and certifying system control and other reports.
4. Successfully administering the upload of spreadsheet documents into the finance system and similar system procedures.
5. Administer control accounts within the financial system.
6. Administering payment processes relating to failed payments, replacement cheques and BACS payments, stopping payments, managing out of date cheques.
7. Respond to and resolve complex queries and deal with correspondence in respect of payments, including from suppliers, colleagues, schools.
8. Supporting Team Leaders and deputising for them in their absence.
9. Design and deliver training and guidance on purchasing and payment systems to colleagues and external users, such as schools.
10. Use We Talk to celebrate and monitor staff performance, identifying appropriate opportunities for professional development.
11. Undertake other duties as directed.

This post is designated as a casual car user.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * NVQ 3 or equivalent experience | A/I |
| **employer_small** | **Knowledge and Experience**   * Proven experience of working in a relevant finance, or related, environment * Ability to analyse system generated exports and reports and determine appropriate corrective action. * Experience of managing and prioritising own workload, and that of others, to meet agreed deadlines * Good knowledge of payments procedures and practice and control account management | A/I |
| **employer_small** | **Skills**   * Demonstrate proficient use of spreadsheet skills. * Strong skills with Microsoft products such as Outlook and Word. * Self motivated. * Good communication skills . * Able to work flexibly and creatively to meet changing priorities. * Personal commitment to the delivery of high standards of service.   This post is designated as a casual car user | A/I/T |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300