Payments Assistant

Grade - 5

**Our Vision** 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 citizens.
* 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.

**About the Role**

Assist with ensuring timely and accurate payment to the authority’s suppliers. Successfully respond to queries from suppliers and colleagues pertaining to payment processes.

Reporting Relationships

Responsible to: Accounts Payable Team Leader

Responsible for: n/a

Key Accountabilities:

1. Assist with the processing of invoices to ensure timely payment of to suppliers.
2. Assist with administration of purchase card processes.
3. Prompt input of transactions into financial and related systems to maintain accurate records.
4. Interrogate financial and related systems to resolve enquiries from suppliers, external, and internal colleagues.
5. Use spreadsheets to assist with processing data.
6. Undertake general office duties and administrative support.
7. Positively engage with ongoing professional development and training in support of Finance’s aims and objectives

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

|  |  |  |
| --- | --- | --- |
| **Minimum Criteria for Disability Confident****Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership*** GCSE English and Maths (Grade C and above or equivalent), or equivalent experience in a relevant field.
 | A/I |
| **employer_small** | **Knowledge and Experience*** Experience of working in a finance, or related, environment
 | A/I |
| **employer_small** | **Skills*** Outstanding people and communication skills to be able to explain complex processes to a wide audience.
* Excellent administrative skills, and attention to detail whilst dealing with multiple tasks.
* Good numerical, literacy, analytical skills
* Proven data entry skills.
* Good level of IT literacy and the confidence to use IT systems.
* Ability to work effectively to deadlines, under pressure, whilst maintaining an excellent standard of work.
* Ability to work on own initiative.
* Ability to work well as part of a team
 | A/I |

**** 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