

Role Profile

This section provides key information relating to the role

| | | | |
|-------------------------|------------------------------------|------------------|-------------|
| Job Title: | Financial Processes Officer | | |
| Post No: | P00084 | Grade: | F |
| Team: | Financial Services | Location: | Campus East |
| Responsible to: | Payroll and Processes Lead Officer | | |
| Responsible for: | N/A | | |

Overall job purpose:

This role works within a team undertaking financial processing and administration duties across a range of finance areas including banking, accounts payable, accounts receivable and payroll. Each Financial Processes Officer has their own area of direct responsibility as determined by the Lead Officer but will work as a team to support other areas when required in order to meet the team's objectives.

Key areas of focus:

| | |
|----|---|
| 1. | To input and upload banking transactions to the Council's financial system and allocate unidentified items of income to the appropriate accounts. |
| 2. | To process cash, cheques and e-returns via the income management system and prepare for banking and to count cash received by the Council reconciling to documentation received. |
| 3. | To process invoices and requests for payment through Accounts Payable in accordance with internal and external regulations from the input of transactions to the production of BACS files, cheques and remittances. |
| 4. | To process starters, leavers and other pay related transactions through Payroll in accordance with internal procedures and relevant legislation from the input of data and calculation of payments to the processing of payroll and production of payslips, P60s and P11Ds. |
| 5. | To raise invoices through Accounts Receivable and allocate cash received, process direct debits, send reminders where debts remain unpaid and undertake debt recovery action as appropriate. |
| 6. | To answer and respond to queries from suppliers, customers and colleagues across the Council about all financial processing matters, with reference to Council policies and procedures where required. |

| | |
|-----|---|
| 7. | To ensure all payments and relevant returns are made in accordance with HMRC regulations including Value Added Tax, Construction Industry Scheme, Income Tax and National Insurance and appropriate deductions are processed and paid over. |
| 8. | To ensure all requests to the team are appropriately authorised, agree to documentation provided and there is an adequate audit trail. |
| 9. | To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities. |
| 10. | The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post. |
| 11. | Any other duties that are commensurate with the level and grade of this post. |

Role Requirements

The following outlines the criteria for this post.

| Criteria | Essential | Desirable | Assessment Criteria |
|---|-----------|-----------|---------------------|
| Qualifications and experience | | | |
| Educated to GCSE level or equivalent | x | | AP |
| 5 GCSEs or equivalent | | x | AP |
| Relevant experience in at least one of the following areas: banking, accounts payable, accounts receivable or payroll. | x | | AP |
| Relevant experience in more than one of the following areas: banking, accounts payable, accounts receivable or payroll. | | x | AP |
| Experience of working in an office environment. | x | | AP |
| Knowledge | | | |
| Knowledge of Microsoft Office applications. | x | | AS |
| Skills and abilities | | | |
| Ability to process information accurately, with good attention to detail. | x | | AS |

| | | | |
|---|---|--|----------|
| Ability to communicate complex financial information to suppliers, customers and other staff members. | x | | AP/AS/IN |
| Ability to work effectively as part of a busy team. | x | | IN |
| Ability to use financial software systems. | x | | AP/AS/IN |
| Other attributes | | | |
| To be flexible and work under pressure to regular deadlines. | x | | IN |
| Ability to use own initiative to resolve queries and know when appropriate to refer queries to a manager. | x | | IN |
| To be able to appropriately handle confidential and sensitive information. | x | | AP/IN |

**Assessment Criteria:
(AP) Application, (AS) Assessment, (IN) Interview**

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

| Collaborative | Open | Responsible | Excellent |
|--|--|---|---|
| We work together to get things done | We behave with integrity & fairness | We take responsibility for our actions and decisions | We perform at our best & strive for excellence |

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.