



Role Profile

This section provides key information relating to the role

Job Title:	Financial Processes Officer		
Post No:	P01163	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 accounts payable, accounts receivable, payroll and banking. 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 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.
2.	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.
3.	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.
4.	To input and upload banking transactions to the Council's financial system and allocate unidentified items of income to the appropriate accounts.
5.	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.
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: accounts payable, accounts receivable, payroll or banking.	x		AP/AS/IN
Relevant experience in more than one of the following areas: accounts payable, accounts receivable, payroll or banking.		x	AP/AS/IN
Experience of working in an office environment.	x		AP/IN
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		AS/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.