

**Newcastle City Council**  
**Job Description**



<b>Division:</b>	Financial Services		
<b>Post Title:</b>	Accounts Assistant (AA3876)		
<b>Evaluation:</b>	377 Points	<b>Grade:</b>	N3
<b>Responsible to:</b>	Service Support Manager		
<b>Responsible for:</b>	N/A		
<b>Job Purpose:</b>	To assist the Service Support Manager to accurately process accounts and invoice payments in accordance with the section's procedures and statutory requirements.		
<b>Main Duties:</b>	The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.		
	<ol style="list-style-type: none"><li>1. To accurately process the payment of accounts and invoices in accordance with financial regulations.</li><li>2. To deal with supplier enquiries in line with financial regulations and our policies and procedures.</li><li>3. To maintain information systems and provide an accurate data input service.</li><li>4. To develop and maintain positive and collaborative working relationships with relevant internal and external stakeholders.</li><li>5. To provide and process information or documentation as required by management.</li><li>6. To assist with the ongoing development of business processes.</li><li>7. To promote and implement the Council's equal opportunities policies in all aspects of employment and service delivery.</li></ol>		