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| **Job Description** |
| **Post title** | Payments and Expenditure Officer |
| **JE Reference No** | N9443 |
| **Grade** | Grade 5 |
| **Service** | Resources |
| **Service Area** | Finance & Transactional Services – Payments, Income & Support |
| **Reporting to** | The post holder will be accountable to the Senior Officer Payments, Income & Support |
| **Location** | Your normal place of work will be Green Lane, Spennymoor, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is subject to a Basic disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post isnot designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To provide a responsive, efficient and effective service to Assessment & Awards and Payments Income & Support Teams and Finance & HR Services.

To assist Finance & HR Services to achieve excellence in its services to its customers, both internal and external.

To provide financial support to service groupings managing all aspects of payments and expenditure.

To provide a transactional purchasing resource, complying with the Council’s Contract Procedure Rules and demonstrating value for money.

To actively support the end-to-end purchase-to-pay (P2P) process.

To process and control invoice payments to the Council’s creditors.

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| **Duties and responsibilities** |

Listed below are the duties and responsibilities specific to this post :

* Contribute to the delivery of service standards, quality and performance targets for the Finance & HR Services in accordance with the Council’s Aims and Objectives.
* To provide an efficient and effective financial support service to the Finance & HR Service and service grouping as directed.
* To provide service grouping with information and support of all aspects of the P2P process.
* To provide a high level buying service to Council Services.
* Independently manage the buying requirements of a specific range of commodities and purchasing requirements which are allocated from a buying pool by the senior officer.
* To create and amend Purchase Orders and create emergency Purchase Orders.
* To set-up Contract Purchase Agreements and Blanket Purchase Order agreements.
* Manage and administer all aspects of the Council’s purchasing card scheme including review of transactions and reconciliation.
* Ensure that all sourcing and buyer responsibilities are expedited efficiently and effectively.
* Liaise with service areas to ensure that labour timesheets are input and submitted to meet monthly deadline for ‘projects’
* Allocate costs for all expenditure, including invoice payment, sub-contractor applications & job-to-job transfers to enable automated interfaces with Oracle systems.
* Support the management of appropriate risk registers.
* Reconcile care provider invoices to individual care plans investigating all queries and discrepancies.
* Pay care providers via automated interfaces with Oracle systems every 4 weeks.
* Process payment of invoices timely and accurately including fixed payments, consolidated utility bills and interim certificates.
* Run invoice enquiries and assist with the resolution of queries such as duplicate invoices and purchase order queries.
* To independently handle price queries relating to disputed invoices.
* Review and release invoice holds
* To update and maintain vendor file.
* To control the fixed payment register and foreign draft payments.
* To allocate gas and electricity contract costs.
* Dealing with suppliers and customers at a first line of contact providing prompt and efficient handling of any queries or problems and giving the appropriate explanations.
* Provision of services to schools defined by annual SLA including processing & payment of invoices, processing petty cash & purchasing card transactions.
* To undertake such other duties appropriate to the grading of the post.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * NVQ Level 3 or equivalent

or* Level 2/3 and relevant experience: working in an accounts payable or transactional purchasing environment working in a financial services/support environment
 | * Level 3 AAT/CIPS
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| Experience | * Relevant experience operating a financial management system
* Working with internal and external stakeholders at all levels
 | * Accounts payable/purchasing experience
* Operation of Oracle systems
* Operation of ProContracts quotation and tendering system
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| Skills & Knowledge | * Excellent Administrative Skills
* Sound organisational and time management skills (Inc. ability to meet deadlines)
* Highly numerate
* Good I.T. skills
* Effective communication / interpersonal skills
 | * Knowledge of Contract Procedure Rules
* Knowledge of the Council’s contracts supplier base.
* Knowledge of P2P processes & procedures
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| Personal Qualities | * Team player
* Highly motivated and enthusiastic, able to work individually and as part of a team
* Flexible approach to work
* Caring, responsive and customer orientated
* Willingness to undergo further training
* Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance)
* May be required to work outside of normal office hours
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