

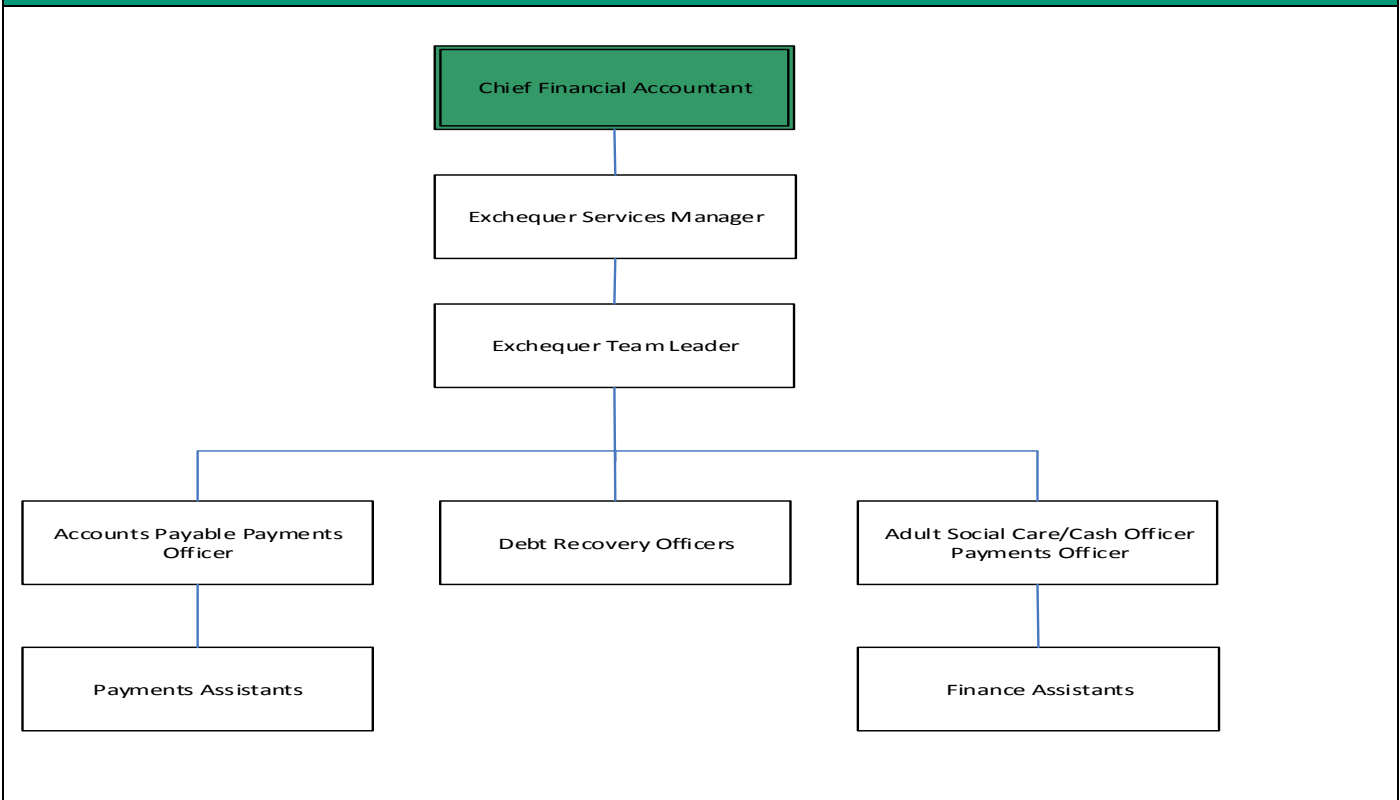
Job Description and Person Specification

Job title:	Payments Officer
Directorate:	Resources
Service:	Finance and Property
Team:	Exchequer
Post number:	04401 / 04402
Salary grade:	F
Work location:	Market Street, Newbury
Reports to:	Exchequer Team Leader
Supervises:	Between 5 and 7 staff members

Job Purpose

To work as part of the Exchequer Team providing a range of financial support for various disciplines.

Structure Chart



Main Duties and Responsibilities

In the absence of the Senior Payments Officer you will be responsible for, or be required to assist with:

Main Duties and Responsibilities

- The management of all aspects of the Councils payments systems. Including the maintenance of ICT Systems, control of payment processes, importing of payment files from other systems, coordinating timetables and initiating and reconciling payment runs.
- Deputise for the Senior Payments Officer as and when required
- Comply with all legislation relevant to the section (e.g. Construction Industry Tax Deduction Scheme, CareDirector Finance etc). including making deductions as appropriate, obtaining relevant documentation and completing and submitting all statutory returns
- Liaise with the Bank to resolve queries e.g. for stopped cheques, BACS Payments, banking discrepancies etc.
- Run reports and provide statistical data as required
- Some knowledge and/or experience of VAT rules and rates
- Manage the team to ensure that they adhere to processes and procedures which will ensure that no breaches of data protection occur
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with all WBC policies, procedures and rules, taking reasonable care of health and safety for yourself and others.
- Adhere to the standards set out in the WBC competency framework.
- Undertake all duties in accordance with statutory requirements, financial regulations and scheme of delegation
- Any other duties commensurate with this role.

On a day to day basis:

- Scan and match invoices to purchase orders and process credit notes on supplier accounts. Ensure all transactions have been allocated and reconciled
- Ensure receipts and payments for both the business and clients are processed in a quick and efficient manner within the agreed daily and/or weekly cut off times
- Dealing with customer/ supplier queries in a professional manner
- Robustly adhere to processes and procedures to identify and intercept fraudulent activity on all correspondence received
- Create and maintain client and supplier accounts on the Agresso system
- Process all payment spreadsheets for Residential, Nursing, Home Care, Day Centres, Foster care, Adult placement and imprest etc and ensure that the charging information is passed to the appropriate financial system to ensure the key budgetary information is accurate.
- Process timesheets
- Administer all the back office admin functions relating to the Cash Office
- Undertake the tasks as defined by your current role

Scope (impact on/control of resources, people, money etc)

Budget: No budgetary control.

Staffing: To supervise in the absence of Senior Payments Officer.

Impact: The work requires a responsible and accurate approach to ensure that transactions are processed correctly and accurately through all of the varied computer systems.

Person Specification	
Qualifications	Essential/ Desirable
Educated to 'A' Level Standard	E
Level 2 or 3 NVQ in Team Leading or Management	D
Experience	
Experience of supervising a team	E
Experience of working in a busy office environment	E
Experience in handling large volumes of data	E
At least 2 years experience of working within Exchequer Services	E
Knowledge and understanding	
Proficient numeracy skills	E
Understanding of Client Confidentiality	E
Ability to work as part of a Team	E
Comprehensive knowledge of the Accounts Payable/ Receivable and or the Social Care Finance Services	E
Knowledge of Council procedures and policies	D
Skills and abilities	
Ability to use Outlook, and a web browser to access information	E
Good ability to use Microsoft Office software	E
Excellent keyboard skills	E
Excellent literacy and numeracy skills	E
Excellent communication skills	E
Excellent customer service skills	E
Good organisational skills	E
Well Organised and able to undertake key tasks in a methodical way	E
Work-related personal qualities	
Good telephone manner	E
Self motivated, committed and able to work on own initiative	E
Must be able to communicate effectively and resolve queries	E
Knowledge of computerised systems i.e Raise, Agresso, Coldharbour etc	E
Attention to detail/accuracy	E
Logical and structured approach to work	D
Other work-related requirements	
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E