

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

| JOB DESCRIPTION | |
|--|--|
| Job title: | Accounts Receivable and Payable Officer |
| Service: | Finance and Property |
| Team: | Finance |
| Location: | The Burys, Godalming, Surrey, GU7 1HR |
| Reporting to: | Accounts Receivable and Payable Supervisor |
| Responsible for: | None |
| OUR ORGANISATIONAL VALUES | |
| Openness | In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent . |
| Excellence | In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success . |
| Fairness | In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available. |
| Team Work | In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals. |
| Taking Ownership | In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome . |
| PRINCIPAL PURPOSE OF THE ROLE | |
| <ul style="list-style-type: none"> • Support the day to day running of the Council's Accounts Payable function. • Support the day to day running of the Council's Accounts Receivable function when required. • To play a vital role in the provision of quality financial services to the Council. | |

MAIN DUTIES AND ACCOUNTABILITIES

- Responsible for the timely processing and payment of supplier invoices for the council's service departments, ensuring information submitted is accurate and appropriate to the invoice being paid and is consistent with current audit requirements.
- Processing of supplier payment runs via BACS and ensuring that payments are made timely and accurately.
- Administration of the Construction Industry Scheme (CIS) against all payments made to sub-contractors including checking suppliers CIS details to HMRC records, completing monthly returns within the required deadlines and distributing receipts to sub-contractors.
- Manage supplier master data - to ensure supplier records correctly approved and maintained (eg for bank account and CIS details).
- To deal with enquiries from suppliers, customers and staff.
- To complete the monthly Accounts Payable reconciliation.
- Measurement of performance of supplier payments through key performance Indicators.
- Support the Systems Accountant in the documentation and review of processes and procedures.
- To provide support to all areas within the Accounts Receivable and Income functions as necessary including:
 - cash posting
 - raising customer invoices
 - maintaining customer accounts
 - taking payments over the telephone
 - responding to queries
- To be proactive in identifying more efficient working practices.
- To be familiar with customer care and health and safety policies of the Council.
- To undertake any additional duties commensurate with the grade of the post.

Business Continuity

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.
- **Health and Safety**
Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

DIMENSIONS OF THE ROLE

- 18,000 Accounts Payable invoices paid each year

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- This role is integral to ensuring the Council's suppliers are paid accurately and on time
- You will be responsible for the integrity of the Supplier master data
- You will be responsible for agreeing priorities and scheduling workload with your line manager

- Accountable to the Accounts Receivable and Payable Supervisor

PLANNING/ORGANISING/CONTROLLING

- Expected to work with minimal supervision
- Ensuring tasks are complete within agreed timescale
- Ability to communicate effectively with all levels, both internal and external

CUSTOMERS AND CONTACTS

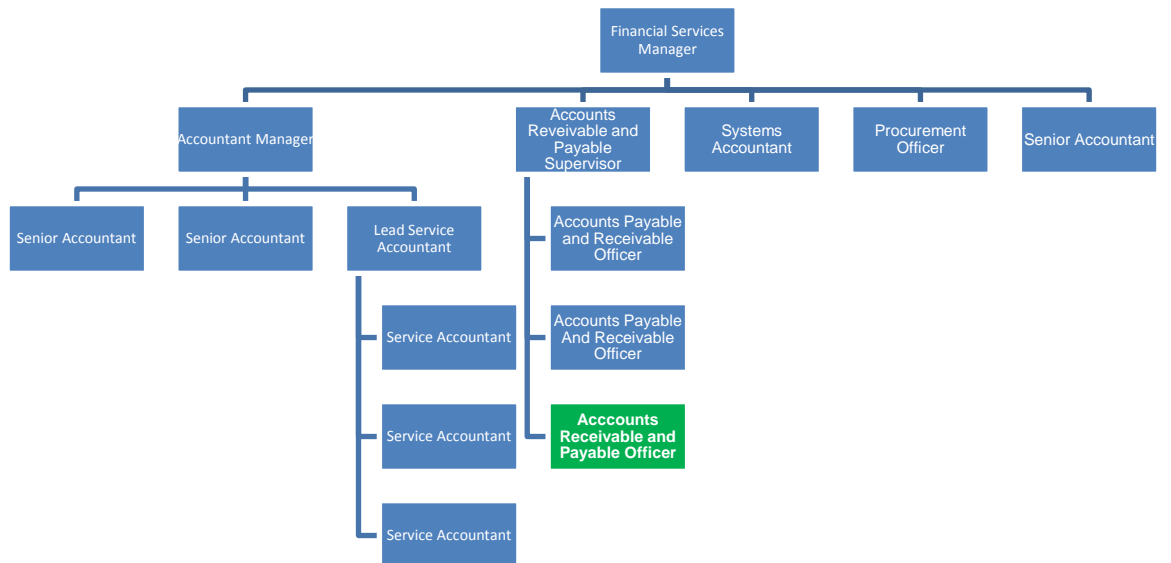
INTERNAL

- Staff

EXTERNAL

- Suppliers and Customers
- Bank
- Internal and External Audit

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** within their application form marked **A/I** or **I** to be shortlisted for this role.

| | PERSON SPECIFICATION | | | |
|---|---|--------------|---|--------------|
| | ESSENTIAL CRITERIA | HOW ASSESSED | DESIRABLE CRITERIA | HOW ASSESSED |
| QUALIFICATIONS / EDUCATION / TRAINING / EXPERIENCE | Good standard of general education | A/I | | |
| KNOWLEDGE / TECHNICAL SKILLS | Ability to work accurately whilst meeting deadlines | A/I | Experience of working in an accounting office | A/I |
| | Attention to detail | A/I | Basic book-keeping knowledge | I |
| | Computer skills and work experience using finance packages | A/I | Basic knowledge of VAT and Construction Industry Scheme | I |
| | Numerate | A/I | Awareness of Safe Guarding | I |
| | Experience of working with an Accounts Payable system | A/I | | |
| COMMUNICATION | Good verbal and written communication skills | A/I | | |
| CUSTOMER SERVICE | Customer focused experience | A/I | | |
| | Committed to customer care and the provision of a quality service | A/I | | |
| | Understanding of and commitment to promoting equality and diversity in service delivery and employment. | I | | |
| TEAM WORKING | Ability to work as part of a team and provide support to all activities undertaken in the team | A/I | | |

| | | | | |
|--|--|------------|--|--|
| MANAGING SELF AND OTHERS | Able to work on own initiative and to plan, organise and prioritise own work | A/I | | |
| | Ability to manage a range of tasks at the same time | A/I | | |
| CAN DO APPROACH / ACHIEVING RESULTS | Positive, flexible and willing approach | AI | | |
| | Ability to deal with sensitive/ confidential issues | I | | |
| | Enthusiastic | I | | |
| SPECIAL ADDITIONAL REQUIREMENTS FOR THIS POST | For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet. item | A/I | | |

How assessed

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise
- I = Interview
- M = Medical assessment

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| For Official Use only | | | |
| Job title: | Accounts Receivable and Payable Officer | Post no: | BC08 |
| Service: | Finance & Property | JE score: | 152 |
| Team: | Finance | Pay band: | 10 |
| Location: | The Burys Godalming, Surrey GU7 1HR | Position type: (if part time, working pattern) | Full time 37 Hours/ Five day week |
| Competencies: (level 1 – 4) | Communication: | 2 | |
| | Customer Service: | 2 | |
| | Team Working: | 2 | |
| | Managing Self and Others: | 1 | |
| | Can do approach/Results | 1 | |
| REVIEWED BY: | Peter Vickers | DATE: | 09/09/19 |
| UPDATED BY: | Human Resources | DATE: | 09/09/19 |