

## Job Description

# Payables Assistant

Reference: F022

Date: June 2025

<b>Job Family:</b>	Finance / Receivables, Payables and Assessments
<b>Level:</b>	1
<b>Band:</b>	3
<b>Career Track:</b>	Operational

## Job Purpose

To support the timely and accurate payment of the Council's creditors, ensuring all processes comply with statutory, contractual, and external audit requirements.

## Service Purpose

The Business Operations Centre provides integrated, high-volume transactional services across People & Culture, Finance, Data, Digital & IT, and Central Administrative functions. Its purpose is to deliver consistent, efficient, and compliant processes that underpin the Council's operations, enabling directorates to focus on strategic priorities and frontline services. The Business Operations Centre aims to:

- Standardise and optimise transactional processes to achieve cost-effectiveness and scalability.
- Enhance service quality and user experience through automation and digital innovation.
- Ensure robust governance, compliance, and risk management across all transactional activities.
- Support the Council's strategic objectives by providing accurate, timely, and reliable data and services.
- Foster collaboration across enabling functions and directorates to deliver integrated solutions.

## Duties and Responsibilities

### Invoice Processing, Verification & Data Accuracy

- Verify and process supplier invoices, ensuring accuracy against goods and services received.
- Input invoice data into the Accounts Payable system in line with prepayment audit requirements.
- Resolve invoice holds and ensure issues are addressed promptly to support timely payment.

### **Supplier Records, Payments & Operational Support**

- Set up and maintain supplier records, updating details and resolving queries as needed.
- Support daily payment operations by participating in BACS and cheque runs, processing interface files, and managing daily mail distribution.
- Ensure payments are made within agreed timescales and reporting deadlines are met.

### **Compliance, Financial Controls & Continuous Learning**

- Maintain a general understanding of financial regulations, policies, and procedural frameworks to ensure compliant processing.
- Undertake relevant training to maintain knowledge and support accurate, efficient service delivery.

### **Customer Service & Stakeholder Liaison**

- Deliver a customer-focused service by liaising effectively with suppliers, internal services, and other stakeholders to support smooth payment processes.

### **Card Transaction Processing & Ledger Accuracy**

- Process and accurately allocate corporate and purchasing card transactions to the General Ledger on a monthly basis.

### **Documentation, Records Management & Reporting**

- Prepare and maintain accurate financial documentation, spreadsheets, and reports to support payment processing and reconciliation.

### **Team Support, Collaboration & Service Improvement**

- Assist with training of new and existing team members and contribute to a collaborative team environment.
- Participate actively in improving the efficiency and effectiveness of the Council's payments service.

## **Person Specification**

### **Professional and Technical Requirements**

#### **Qualifications:**

- Level 2 qualification or equivalent. Able to interpret written policy and communicate technical information clearly and professionally

#### **Knowledge, Experience and Skills**

- **IT Proficiency:** Experience using Microsoft Office, with good skills in producing reports and documents..
- **Interpersonal Skills:** Confident and tactful, with the ability to build effective relationships with colleagues, clients, and suppliers.
- **Problem Solving:** Able to identify and resolve issues efficiently using available resources.

- **Teamwork:** Works effectively as part of a team, meeting deadlines and maintaining high accuracy.
- **Adaptability:** Responds well to change and demonstrates flexibility in approach.
- **Continuous Improvement:** Committed to identifying and implementing improvements in work processes..
- **Organisation and Independence:** Capable of prioritising workload and working independently without constant supervision.

## Core Competency Requirements

- **Communication:** Communicates clearly and respectfully to support shared understanding. Uses active listening to confirm meaning and respond appropriately.
- **Collaboration:** Works with others to complete tasks and support service delivery.
- **Service Delivery:** Delivers tasks to expected standards and timescales, following procedures and guidance. Uses resources efficiently to support effective delivery.
- **Decision-Making:** Makes decisions using guidance and procedures.
- **Digital & Data Literacy:** Uses standard digital tools to complete work, following guidance on data protection and digital safety.
- **Adaptability:** Adapts to change and feedback. Applies learning to improve own work and support team outcomes.
- **Problem-Solving:** Resolves issues using known solutions.
- **Community & Customer Focus:** Delivers services with care and respect, considering diverse needs and ensuring a positive customer experience.
- **Leadership:** Supports colleagues and takes responsibility for own work.

## Strengths

- **Precise:** You concentrate on detail and make sure everything is accurate and error free.
- **Problem Solver:** You take a positive approach to tackling problems. You find ways to identify suitable solutions.
- **Team Player:** You work well as part of a team and strive to ensure the team pulls together and is effective.
- **Adaptable:** You can adapt to variations in work or environment. Your effectiveness is not affected by change. You are flexible and versatile. You act as an advocate for change.
- **Organiser:** You make plans and are well prepared. You seek to maximise time and productivity.

## Desirable

- Any general business-related qualifications; i.e. NVQ2
- Experience of processing creditors invoices.
- Experience in a similar function of a large and complex organisation.
- Knowledge of a well-known Accounts Payable platform.