

## **JOB PROFILE**

<b>POST TITLE:</b>	<b>Senior Finance Assistant (Exchequer Services)</b>
<b>GRADE:</b>	<b>D</b>
<b>DIRECTORATE:</b>	Finance
<b>RESPONSIBLE TO:</b>	Finance Officer: Exchequer Services
<b>LOCATION:</b>	Leek Wootton, Warwick
<b>JOB PURPOSE:</b>	<p>To ensure the effective day to day operation of the Accounts Payable and Accounts Receivable Ledgers and to ensure that suppliers are paid correctly and on time and that all income due to the organisation is collected and accurately recorded in the Finance system in accordance with professional service standards.</p> <p>Give advice on purchase to pay policies and procedures.</p> <p>To carry out payment runs for regular payments to suppliers.</p> <p>To support the Finance Officer: Payments &amp; Income in ensuring income is posted per the bank statement date by the Finance Assistants: Exchequer Services.</p> <p>To support the Finance Officer: Payments &amp; Income in ensuring suppliers are paid on time, and to help to resolve issues where invoices may not flow through our automated processes, so that they can be paid expediently.</p>

### **MAIN RESPONSIBILITIES**

1. To carry out regular payment runs to suppliers, ensuring we pay them according to our contractual terms and conditions.
2. To cover the role of Finance Officer: Payments & Income for short periods of absence, such as annual leave, and short-term sickness
3. To check that invoices received have been correctly addressed and contain a valid purchase order, and are calculated correctly, returning any invoices without valid details to the supplier and to process valid invoices

by scanning and capture, or through direct entry into the finance system using Accounts Payable processes.	
4. To ensure invoices are matched to purchase orders correctly and deal with any queries and prepare and submit invoices/batches for payment within the finance system.	
5. To provide advice and deal with queries both verbally and written from suppliers and customers professionally and in a timely way.	
6. To work closely and proactively with colleagues in force responsible for raising and authorising requisitions and purchase orders to ensure invoices are paid on time.	
7. To follow control procedures around Accounts Payable and proactively identify and recommend improvements to systems and procedures regarding internal control, performance and the service provided to suppliers.	
8. To assist with approving requests for setting up new suppliers / customers and also maintenance of supplier's details within the finance system, ensuring they meet Contracts & Purchasing guidelines.	
9. To reconcile and check supplier statements with the finance system, contacting suppliers where necessary to resolve discrepancies.	
10. To assist the Finance Officer in ensuring outgoing correspondence including remittance advices and statements are issued in a timely way.	
11. To assist the Finance Officer in ensuring the prompt processing of sales invoices on the finance system, ensure these are coded correctly, and have relevant backing paperwork to expedite early payment, and aiming to achieve KPI's.	
12. To assist the Finance Officer in ensuring income received is posted onto the finance system, to ensure income is coded correctly and in accordance with financial deadlines, liaising with colleagues where no remittance advice is received.	
13. To assist the Finance Officer to monitor and report on outstanding debt, actively pursue debtors and minimise debt write off including issuing of reminder letters and liaising with Legal Services.	
14. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.	
<b>Security level:</b>	Standard Vetting

## PERSON SPECIFICATION

### Knowledge:

- GCSE Maths and English Grades 9 - 4 (A – C), or equivalent
- Level 3 Qualification in Accounting (eg Advanced Diploma AAT), or equivalent, or qualified by experience
- Basic knowledge of VAT rules

### Experience:

- Working in a finance office providing customer focused service.
- Operating a finance system with experience of Accounts payable and Accounts Receivable and using on-line enquiry to extract data
- Resolving procedural based problems.
- Demonstrable understanding of the controls in place around Accounts Payable and Accounts Receivable systems

### Key Skills:

- Numerate, accurate and pays attention to detail.
- Good communication skills and able to influence others
- Good interpersonal skills demonstrating the ability to deal tactfully and sensitively with people
- Competent in the use of Excel and Word
- Effective team player
- Able to manage own workload and work to tight deadlines.

## BEHAVIOURS

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

- **Resolute, compassionate and committed**
- **Inclusive, enabling and visionary leadership**
- **Intelligent, creative and informed policing**

Under each competency are three levels that show what behaviours will look like in practice.

This role requires the post holder to be operating at or working towards Level 1 of the CVF.

Author:	Wendy Knox
Date:	March 2022