

**Exchequer Officer**

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| **Job Title:** | Exchequer Officer | **Date:** | 07/07/2023 |
| **Reporting Line:** | Finance Manager | **Salary:** | Grade 5  |
| **Team:** | Finance, Procurement and Audit Team | **Business Area:** | Corporate |

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| JOB PURPOSE |
| Provide a transactional finance service for the Authority, ensuring correct Accounts Payable and Credit Control procedures are followed, processing transactions via the Accounting System and Online Banking facilities as appropriate, and registering and matching invoices to purchase orders to ensure timely payments are made within 30 days and meeting organisational KPIs. |

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| **KEY RESPONSIBILITIES**  |
| 1. Deliver an Accounts Payable service on behalf of the Authority, processing invoice transactions via the accounting system and online banking facilities as appropriate, ensuring correct procedures are followed in line with the Authorities ‘No PO, No Pay’ guidance, registering and matching invoices to purchase orders to ensure timely payments are made within 30 days and meeting organisational KPIs.
2. Deliver a credit control service for the Authority, liaising with customers via various communication methods to proceed debt recovery using correct procedures and liaising with legal representatives to escalate, where appropriate.
3. Enter new supplier details via the accounting system, checking details held on the system are complete and correct and amending, where necessary, following the approved process;
4. Provide guidance and support to requisitioners and budget holders, where appropriate, to ensure procedures, policies and guidance are adhered to and provide ad-hoc advice on the use of the Procure to Pay area of the accounting system where necessary.
5. Monitor and respond to queries received via telephone and various email inboxes from internal and external contacts.
6. Review account statements received from suppliers to ensure outstanding payments are resolved in a timely manner.
7. Extract reports from the accounting system to inform actions required to clear invoice payment and other queries.
8. Process relevant non-payroll related expense claims ensuring policies are followed within a timely and accurate manner.

**Key Responsibilities Continued.**1. Recording and handling of outgoing and incoming cash and cheques for banking and petty cash
2. Prepare and update reports for upload into the accounting system;
3. Process payments and raise invoices on behalf of subsidiary companies using online banking facilities.
4. This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.

**General**1. Contribute to the design and delivery of key Finance projects and interventions aligned to performance improvement
2. To develop trusted professional relationships within the organisation, practicing internal client management.
3. Actively engage with the wider workforce to seek and listen to the views of staff, and managers to influence and improve workforce practices.
4. To be committed to maintain your own skills and expertise.
5. To ensure that the Finance service delivers and exceptional level of customer care, looking for solutions wherever possible
6. To provide support and guidance with strict adherence to confidentiality of personal information and Data Protection legislation.
7. To hold yourself and others to a high standard of professionalism at all times, demonstrating your commitment to our values and behaviours as well as ensuring service confidentiality is maintained throughout all we do
8. Working with other teams across the directorate to ensure integration and alignment is maximised and supporting on activity where appropriate.
9. To be accountable for ensuring the organisation is compliant with its statutory duties under legislation in the relevant field e.g., Employment Act, Equality Act, General Data Protection Regulations etc
10. Ensure they your approach to your work and your colleagues is inclusive and supportive of a diverse workplace
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| **KNOWLEDGE, SKILLS AND EXPERIENCE**  |
| To be demonstrated in job application and at interview:**Knowledge & Experience** * Essential - Good standard of education 5 GCSE’s or equivalent, including numeracy and literacy
* Desirable - Introductory level qualifications for Association of Accounting Technicians or equivalent or willing to work towards.
* Demonstrable experience of delivering excellent customer service
* Demonstrable knowledge and experience of providing administrative support
* Extensive experience of using ICT systems
* Experience of delivering to set deadlines and changing priorities

**Skills & Behaviours*** Excellent relationship management skills with demonstrated ability to develop effective relationships with key stakeholders and colleagues
* The people skills and communication skills necessary to work with a range of different teams and individuals across public, private, and voluntary sectors
* Flexible and adaptable approach
* Excellent ICT skills
* Methodical approach and ability to prioritise workloads
* Ability to build strong and trusting relationships with clients, customers, and colleagues
* Willingness to travel between sites when required
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