#### JOB DESCRIPTION

**PEOPLE & WORKFORCE DEVELOPMENT**

**Service**: Payments, Systems and Registrars

**Job Designation**: Payments Officer

**Grade:**  C

**Post Objectives:** To administer and process invoices and payments in line with the Council’s No Purchase Order No pay policy in an accurate and timely manner.

**Main duties and responsibilities**

1. Indexing all invoices which come in to the authority on Agresso with the correct supplier ID
2. Processing invoices in Agresso to make payments to suppliers with both speed and accuracy, ensuring payments are made to the supplier within to contracted payment terms
3. Ensuring each invoice that we receive into the authority is adhering to TMBC’s No PO No Pay policy.
4. Ensuring all invoices which we receive meet the criteria set out on the councils “Good invoicing guide”
5. Answering telephone and email queries received from internal colleagues and suppliers in a polite and professional manner
6. Supporting all aspects of the procure to pay process
7. Actively promoting Tameside’s Platinum Payment Programme
8. Continuously seeking to improve existing processes throughout the procure to pay process to benefit both supplier and the authority
9. Taking a proactive approach to ensure internal customers and suppliers has an excellent payment experience.
10. Support colleagues and suppliers in ensuring timely payments by providing advice and support.
11. Any general administrative tasks to support the running of the team.

**TAMESIDE METROPOLITAN BOROUGH COUNCIL**

**DIRECTORATE OF GOVERNANCE & RESOURCES**

**PERSON SPECIFICATION**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Service Unit | | Payments, Systems and Registrars | |  | |  | |  | |
| **Designation** | Payment Officer | |  | |  | |  | |

| MINIMUM ESSENTIAL REQUIREMENTS | **METHOD OF ASSESSMENT** | **Category** |
| --- | --- | --- |
| **1. Qualifications/Training etc.** | |  |
| GCSE Grades A-C in English and Maths or equivalent | Certificate | **E** |
| A’ Level qualifications or equivalent | Certificate / Application | **D** |
| **2. Experience** | |  |
| Experience of spreadsheets and word processing | Application / Interview | **D** |
| Experience of managing workloads and key deadlines | Application / Interview | **E** |
| Experience of a Computer Based ledger system, IT application and solutions | Application / Interview | **D** |
| Previous experience in a Financial Environment | Application / Interview | **D** |
| **3. Knowledge** | |  |
| High level knowledge of Excel and use of Word and other Microsoft software applications | Application / Interview/test | **D** |
| Excellent IT skills | Application / Interview/test | **E** |
| Understanding of Local Government Finance | Application / Interview | **D** |
| Basic understanding of business and commercial contexts | Application / Interview | **E** |
| Understanding of Accounts Payable functions | Application / Interview | **D** |
| **4. Skills & Abilities** | |  |
| Ability to communicate effectively at all levels, both in writing and face to face | Application / Interview | **E** |
| Ability to pay attention to detail | Application / Interview | **E** |
| Excellent analytical skills and ability to analyse and manipulate data | Application / Interview/test | **D** |
| Ability to demonstrate good numerical skills | Application / Interview | **E** |
| **5. Personal Qualities** | |  |
| Self-motivated | Application / Interview | **E** |
| Positive attitude to the role and it’s requirements – commitment to the Council’s values | Application / Interview | **E** |
| Ability to communicate effectively at all levels, both in writing and face to face | Application / Interview/Test | **E** |
| Ability to adhere to established procedures | Application / Interview/Test | **E** |
| Ability to work as part of a team and to be able to form positive working relationships with all stakeholders both internal and external to the Council. | Application / Interview | **E** |
| Ability to work with minimum supervision | Application / Interview | **E** |
| Ability to work under pressure | Application / Interview | **E** |
| An adaptable approach to working arrangements and duties | Application / Interview | **E** |
| **5. Personal Qualities** | |  |
| Knowledge and understanding of Equal Opportunities | Application / Interview | **E** |
| Fair and consistent approach when dealing with others | Application / Interview | **E** |

**For Information:**

**Category**

Essential Requirement without which the candidate would be unable to carry out the duties of the post.

Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.

**Method of Assessment**

To be assessed from information provided on the Application Form

To be assessed at Interview

To be assessed by Selection Test