|  |  |
| --- | --- |
| **Job Description and Person Specification** |  |
| **This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.**  **Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.** | |

**SECTION A: Role Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title** | Payments Team Member | **Post No** | **RE193** |
| **Directorate** | Resources | | |
| **Division** | Financial Operations | | |
| **Band and Salary** | Band C  £24,702 to £27,334 per annum. Incremental progression is subject to performance. | | |
| **Responsible to** | Payments Team Manager & Payments Team Leader | | |
| **Location** | Council House, Solihull | | |
| **DBS Check** | Not Applicable | | |

|  |  |
| --- | --- |
| **Special Conditions** | None |

|  |
| --- |
| **Role Purpose** |
| To work as a member of the Payments Team (Accounts Payable) – predominantly responsible for making all of the Council’s outgoing payments, both supplier invoices and allowance payments.  Delivering excellent customer service with responsibility for the performance of a range of financial, administrative and technical functions. |

|  |
| --- |
| **Role Responsibilities** |
| Duties will be specified, against an agreed plan, by the manager of the team to which the post holder is assigned, and will focus on the delivery of quality accountancy services to customers and clients against standards set by the division. Working in the Payments Team, duties will include:   * Payment of invoices and allowance payments * Ensure that payment runs are processed in a timely manner and in relation to the correct payment runs; ie Fostering, Rent Allowance etc * Processing and administration of employee purchase cards * Supplier set ups and bank account checks * General office administration activities * General financial administration activities * Working to deadlines and timescales * Problem solving whilst dealing with and responding to a range of queries. * Identifying improvements and innovative approaches to providing the service * Liaise with others internally and externally including the public and customers as required, to promote good working relationships that enable efficient service delivery. * Interpret and comply with regulations (e.g. Financial Regulations) and relevant legislation affecting matters. * Quality check information to various sources * Reconcile financial data. * Develop a sound working knowledge of the General Ledger coding structure. * Complete statutory and other statistical returns. * Investigate, analyse and interpret complex information. * Preparing spreadsheets and using formula. * Provide advice/guidance on Council procedures/processes. * Deliver the tasks agreed annually in your performance agreement. * Responsibility for own personal development and performance, recording outputs and discussing any issues with manager. * Any other appropriate duties as and when required. |

**Section B: Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education & Qualifications** | 5 GCSEs (or equivalent) grades A-C (9-4) including Maths and English  or  the ability to demonstrate an equivalent level of numeracy and literacy | AAT full or part qualified | Application Form  Certificates |

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience & Knowledge** | Experience of working in a financial environment | Accounts Payable experience  Knowledge of accounting | Application Form and Interview |
| General administration and office experience | Understanding of Council services | Application Form and Interview |
| Experience of using IT systems |  | Application Form |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills & Abilities** | Interpersonal skills, able to provide appropriate and accurate adviceto a range of stakeholders |  | Interview |
| Ability to produce accurate and quality controlled work |  | Interview |
| Ability to create and use spread sheets, word processing documents, financial systems and e-mail | Experience of using Microsoft Office and Outlook  Use of Oracle or other accounting software | Application Form |
| Ability to work using your own initiative and to identify new and innovative ways of doing things |  | Application Form and Interview |
| Ability to communicate effectively both verbally and in writing |  | Application Form and Interview |
| Ability to plan and organise own workload to ensure that all duties are performed to agreed targets and timescales |  | Interview |
| To demonstrate trustworthiness and integrity at all times |  | Application Form and Interview |
| Ability to work well both individually and as part of a busy team |  | Interview |

|  |  |  |
| --- | --- | --- |
| **Core Behaviours** | **Excellence -** With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a ‘can do’ attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers. | Interview |
| **Simplicity -** You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all. | Interview |
| **Trust and Respect -** You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect. | Interview |
| **Working Together -** You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve. | Interview |
| **Responsibility -** You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions. | Interview |

|  |  |
| --- | --- |
| **Compiled/Reviewed by** | Adam Paterson |
| **Date** | June 2024 |

**Section C: Additional Information**

**Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

**Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others’ health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council’s Corporate Health and Safety Policy and any local safety procedures.

**Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

**Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

**Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

**Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.