

## Role profile – Payments Team Leader

- **Location:** Number One Riverside, Smith Street, Rochdale
- **Salary:** Grade 7 SCP 25-29, up to £39,862 before 2026/27 pay award
- **Annual Leave:** minimum 26 days holiday increasing with service
- **Benefits:**

- Local Government Pension Scheme
- Flexible working hours
- CIPFA qualification training & support available
- Discounted Gym membership
- Parking permits available

- Staff Groups, including Gardening, Menopause Café & Crafting
- Workplace Wellbeing initiatives
- Lifestyle
- Savings platform (Vivup)

## Succeed at Rochdale

- **Support to thrive and develop your career**
- **Progression opportunities**
- **Culture of learning & development**
- **Ambitious plans for the future**
- **Wellbeing support**
- **Best Corporate Workplace in the UK**
- **Located at the Heart of Riverside surrounded by shops, cafes, bars & leisure facilities**
- **Fabulous public transport links**

## Overview - duties

Supporting the Finance Information & Systems Development Manager and Head of Corporate Finance to provide financial and system support including:

- Being an integral member of the Finance Service supporting the execution of statutory and business critical finance functions;
- Being responsible for the delivery of accurate and robust financial information to support the Council's statutory and business critical financial functions, including Creditors Payment related work, and reconciliation work associated with the creditors system;
- Managing the financial processing team, and inputting into key Service and Council wide developments;
- Ensuring that staff within Finance Services and other Directorates of the Council are suitably trained and equipped to fulfil their financial responsibilities through training, support and advice.

## Purpose - objectives

- A key responsibility of the role is to ensure that payments due by the Council have the appropriate approvals and are made in a timely manner, with all transactions correctly allocate to the financial ledger.
- This is a key role, which supports the delivery of accurate and robust financial information to support the Council's statutory and business critical financial functions (including Budget Setting, Budget Monitoring and Closure of Accounts).
- The role includes managing the payments team and financial processing team to ensure the timely payment of suppliers.
- The postholder will support the management and procurement of key systems that support the payment function.
- This is the ideal role for a finance professional seeking a new and varied challenge and will provide valuable experience in systems based finance activities within the public sector.

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## Person specification



## Assessed via Application Form

### Qualifications, Skills, Experience & Knowledge

1. Do you have financial management experience within a large organisation.	5. Provide evidence of your ability to work in a pressurised environment, delivering priority work with accuracy and within timescales.
2. Illustrate your supervisory or management skills and how these have contributed to the delivery of successful outcomes.	6. Evidence of working in a financial and accounting environment in which you have taken a lead in support of an area of development.
3. Experience in interpreting complex information and providing support and guidance around such issues.	7. Please describe your experience in providing services to a range of audiences which are driven by quality and are responsive to stakeholders needs.
4. Do you hold 5 GCSE's graded (4/ C or above) including Maths and English or equivalent?	

### You will be expected to approach the job at all times using the values set out below

Proud of the difference we make; Passionate about the diversities of the Borough; Pioneering and Open in our Approach.

Please confirm you are willing to adhere to these values and behaviours.

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## Person specification



The remainder of the person specification will be assessed at stage 2 of the recruitment process

Qualification, Skills and experience	How assessed (A, I, P Assessment, Interview, Presentation)
1. Please provide evidence of developing and improving financial management systems and procedures	A/I
2. Please provide evidence of involvement around the accurate completion of financial returns	A/I
3. Please provide evidence of your involvement in developing new and improved systems and how this contributed to an improvement in service delivery	A/I
4. Please confirm your willingness to study for the AAT qualification (if applicable)	I
5. Please can you provide any evidence of skills which you have used to initiate service improvement , taking account of stakeholder's needs.	I
6. Special Working conditions <ul style="list-style-type: none"> <li>• Able to attend evening and weekend meetings as required</li> <li>• To fully embrace agile working appropriate to the post</li> <li>• To embrace and act in accordance with Council Policies and Regulations</li> </ul>	I I I

Knowledge	How assessed (A, I, P Assessment, Interview, Presentation)
7. Please can you demonstrate that you have high ethical standards, which you act with integrity, are reliable and trustworthy and lead by example?	I
8. Please provide evidence of how you have contributed to the development of a team plan	I
9. Please describe your ability to engage with stakeholders to build productive working relationships.	I