

Role profile – Payments Officer

- **Location:** Number One Riverside
- **Salary:** Grade 5 SCP 12-17, up to £32,046
- **Annual Leave:** minimum 25 Days holidays increasing with service
- **Benefits:**
 - Parking permit available
 - Flexible working hours
 - Discounted Gym membership
 - Staff Groups, including Gardening, Menopause Café & Crafting
 - Workplace Wellbeing initiatives
 - Lifestyle savings platform (Vivup)

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- 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

- To support the Payments Team Leader in the day-to-day management of the Creditors Team and Creditors System to facilitate the timely payment of sums due to Creditors.
- To assist in providing advice and support in relation to systems reconciliation using a risk based approach.
- Deputise for the Payments Team Leader as appropriate.
- To be responsible for the delivery of the following Council processes in accordance with strict statutory deadlines and to provide appropriate advice and guidance in respect of:
 - Creditors Payment related work
 - Reconciliation work associated with the creditors system
 - Completion and submission of corporate financial and statistical returns

Purpose - objectives

- To be an integral member of the Finance Service supporting the execution of statutory and business critical finance functions.
- To support the delivery of accurate and robust financial information to support the Council's statutory and business critical financial functions, including Creditors Payment related work, reconciliation work associated with the creditors system and input into key Service and Council wide developments.
- To assist with the administration and control arrangements to ensure the Council's financial systems are effective and robust.
- To actively contribute to the development of Finance Services to ensure Value for Money in all that we do.

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Person specification



Skills, Experience & Knowledge

- | | |
|---|---|
| 1. Do you hold 4 GCSE's or equivalent including maths? | 5. Evidence of your ability to work in a pressurised environment, delivering priority work with accuracy and within timescales. |
| 2. Evidence of working in a financial and accounting environment at and contributing, from a finance perspective, to areas of development. | |
| 3. Evidence of involvement in financial management, including creditors payment related work and reconciliation of budgets/systems. | |
| 4. Evidence of IT skills and how you have used them in your work to date including any developments you have brought about through use of these skills. | |

Value

- | | |
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| 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

Skills and Experience	How assessed (A, I, P Assessment, Interview, Presentation)
1. Evidence of how you have contributed to the development of a team plan.	AF/I/A
2. Evidence of experience in providing support and guidance in respect of financial issues to other staff.	AF/I/A
3. Evidence of supervisory skills around delivery of tasks and how these have contributed to the delivery of successful outcomes.	AF/I
4. Ability to engage with team members and customers to build productive working relationships.	AF/I
5. Evidence of involvement around the accurate completion of financial returns.	AF/I/A
6. Special Working Conditions - To fully embrace agile working appropriate to the post - To embrace and act in accordance with Council Policies and Regulations	I I

Knowledge		How assessed (A, I, P Assessment, Interview, Presentation)
6. High ethical standards, act with integrity, are reliable and trustworthy and lead by example.		AF/I/A