

<b>Title</b> <b>Payments Assistant</b> <b>(Placements)</b>	<b>Department:</b> <b>Children, Families and Cultural Services</b>	<b>Post Ref</b>
<b>Job Purpose</b> <i>To deliver operational activities within a payments team to facilitating payments to service users and internal and external care providers within agreed timescales, under the management and guidance of senior staff.</i>		
<b>Key Responsibilities</b> 1. To work to defined business standards and processes; performing specific finance and clerical tasks with due regard to confidentiality and safeguarding. 2. To create, process and examine purchase orders and invoices to ensure they comply with Financial Regulations, relevant departmental procedures and statutory guidance. 3. To clarify and resolve queries from suppliers, service users, external agencies, organisations and staff within the authority in connection with this role. 4. To process payments to and recover overpayments from a range of internal carers, using bespoke IT software. 5. Undertake and complete financial assessments on carers who meet eligibility criteria for the payment of specific allowances. 6. To provide advice and guidance to internal and external customers relating to the post holders area of work 7. To ensure the effective maintenance of manual and computerised information systems and procedures, ensuring the efficient and timely processing of financial data, reports, statistics and other management information 8. To undertake accountancy and reconciliation duties	<b>Key Accountabilities</b> 1. For the accuracy and quality of information within the responsibility of the post holder  2. To ensure that correct processes are being followed and to alert the appropriate manager to ensure compliance  3. To ensure that corporate policies and financial regulations are adhered to  4. Work efficiently and effectively to support operational services	
<b>The post holder will perform any duty or task that is appropriate for the role described</b>		

<b>Person Specification</b>	
<b>Education and Knowledge</b> <div><div>1. Good literacy and numeracy skills to NVQ2 or equivalent</div><div>2. Basic knowledge of Financial Regulations and Accountancy processes including VAT</div><div>3. Basic knowledge of Data Protection Act</div></div>	<b>Personal skills and general competencies</b> <div><div>1. Puts into practice the Council’s commitment to excellent customer care</div><div>2. Works efficiently and effectively, and actively looks for ways of improving services and outcomes for customers</div><div>3. Works well with colleagues but also able to work on their own initiative</div><div>4. Shares the Council’s commitment to providing a safe environment for customers and staff and also treating all with respect and consideration</div></div>
<b>Experience</b> <div><div>1. Experience of working in a busy setting to strict timescales Experience of working in a financial environment using systems such as accounts payable</div><div>3. Experience of data input and data management ensuring accuracy and where appropriate confidentiality</div><div>4. Significant experience and competence using IT and common business support packages including word processing and spreadsheets</div><div>5. Experience of providing information to the public or customers using good communication skills</div><div>6. Experience of using defined business processes and giving guidance on them to colleagues</div></div>	
<b>Role Dimensions</b> <div><div>1. Work within Payments Team to policy and practice as directed.</div><div>2. Delivering support to operational services to meet customer needs, but also to drive efficiency savings in the service.</div></div>	