

# Job Description and Person Specification

## Early Payment Coordinator

Job Details	
Grade	G5
Service	Procurement Services
Location	Friargate – Floor 8
Job Evaluation Code	A6242

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>Develop and promote the Council's Early Payment programme ("the Premier Supplier Service") by disseminating best practice and communicating benefits to colleagues and suppliers. Support the Accounts Payable function in actively prioritising the early payment of invoices to maximise potential income to the Council.</p> <p>Adopt a continuous improvement methodology for on-boarding suppliers and market sectors onto the programme.</p> <p>Using change management techniques, reduce barriers to adopting best practice across the Council.</p>

Key Responsibilities and Accountabilities	
Developing and promoting the Council's Early Payment programme to maximise revenue to the Council.	
Monitoring incoming invoices to ensure payments are actioned promptly.	
Liaising with service areas and suppliers to promptly resolve queries relating to the Council's Early Payment programme to maximise income from rebates.	
Assisting the Procurement Systems Manager and Accounts Payable Manager on the implementation and automation of systems to continually drive the efficiency of the programme.	
Adopting a continuous improvement methodology for on-boarding suppliers and market sectors onto the programme.	
Liaising with Accounts Payable, Procurement Systems team, Category teams and Legal Services to develop standard documentation templates.	
Developing KPIs, systems and processes to monitor programme performance.	
Developing relationships and engaging with suppliers to promote the understanding and benefits of the Early Payment programme.	
Adopting change management practices to advance the roll out of the Early Payment programme across the Council.	
Supporting the Accounts Payable function in developing best practice in processing Early Payment invoices.	
Monitoring and actioning variances to expected rebates to minimise future losses.	
Supporting the Deputy Head of Procurement in strategy development.	
Representing the Council at Regional and National Level in early payment forums as appropriate	

Key Relationships			
External:	Suppliers System providers Other Local Authorities Other Government Departments Forums	Internal:	System Users Procurement Category team Procurement Systems team Accounts Payable Finance Legal Services Audit Digital Services

Standard Information
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Post holders will be accountable for

- Carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- Attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- Any other duties and responsibilities within the range of the salary grade.

### Responsible for

N/a

### Person Specification

#### Requirements

Knowledge	Understanding of project management and change management techniques.
Knowledge	Understanding of the tendering process, is desirable.
Knowledge	Understanding of Data Protection and Customer Services.
Knowledge	Understanding of office procedures that support the service delivery.
Skills And Ability	Analysing and interpreting financial information.
Skills And Ability	Prioritising workloads to ensure deadlines are met and efficient service provided.
Skills And Ability	Possessing effective verbal and written communication skills.
Skills And Ability	Working on own initiative with limited supervision.
Skills And Ability	Identifying/implementing improvements/developments to processes and systems and implement solutions.
Skills And Ability	Establishing and maintaining good working relationships with internal and external stakeholders of varying levels.
Experience	Using project management and change management techniques to establish and embed change.
Experience	Using computerised financial systems.

Experience	Working as part of a professional team in a busy environment.
Experience	Using Microsoft Office software - preferably including Power BI.
Qualification	N/a
Special Requirements	N/a

Disclosure and Barring Service (DBS)			
Does the role require a DBS check? <a href="#">Find out which DBS check is right for your employee - GOV.UK</a>			
And if so, which type?			
Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input type="checkbox"/>

Declaration			
Reviewed/Created By:	Rob Amor		
Job Title:	Deputy Head of Procurement	Date:	16.10.2025