

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Accounts Payable Officer
<b>Grade</b>	4
<b>Service</b>	Accounts Payable
<b>Reports to</b>	Accounts Payable Manager
<b>Location</b>	One Friargate
<b>Job Evaluation Code</b>	A5806



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** 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:



## About the Service your team will provide

### Purpose of the role / Output

Responsible for the prompt processing of Council invoices and payments for individuals through the Council's Finance System. Maintenance and security of supplier and individual's personal and financial information within the system.

## Main Duties & Key Accountabilities

### Core Knowledge

#### Processing Invoices and Payments

- Sorting incoming electronic mail, including; invoices, credit notes, statements and queries. Screening invoices for VAT registration numbers, VAT treatment and Purchase Order numbers in line with the Councils No PO: No Pay Policy.
- Prioritising urgent transactions, including those for the Council's Early Payment Programme, grants and utilities.
- Inputting of supplier invoices, credit notes, sundry refunds and employee interim payments with accuracy and speed.
- Using OCR software to match invoices and other payments to purchase orders. Checking for duplicate payments, that the correct supplier/payee has been selected and VAT and bank details match where applicable.
- Setting up and approving critical periodic scheduled payments for vulnerable individuals.
- Checking and approving manual payments entered on to the Council's Finance System for accuracy and duplications.

#### Actioning Queries

- Actioning queries arising from non-matching invoices on The Council's Finance and e-invoicing System, providing advice and guidance to our internal and external customers based on Procurement and Accounts Payable policies.
- Efficiently and effectively action queries from internal and external customers in person, on the telephone, via on-line meetings or by correspondence, providing advice and guidance on best practice.

#### Processing Suppliers

- Checking new supplier set ups on the Council's Finance System to enable Council payments to be processed. Checks include but are not limited to; bank account evidence, existing suppliers, IR35, VAT registration, Company registration, CIS, potential fraud and suppliers who have signed up for early payment.

- Maintain Council supplier database in an accurate and timely manner, including; adding or amending bank details, name changes etc. on instruction from Council Directorates or requests directly from suppliers or individuals. Following Audit and Accounts Payable guidelines to combat fraud and maintain confidentiality.

### **Early Payment**

- Actively promoting and advising internal and external customers on the benefits of e-invoicing and the Council's Early Payment Programme.

### **Source of Expertise and Dissemination of Best Practice**

- Giving guidance to colleagues on the appropriate use of CHAPS payments and updating the system after payment has been made.
- Create and maintain the Accounts Payable section's process notes and guidance.
- Issue guidance and best practise to users on the Purchase Card system where required.
- Promote prompt payment principles across the organisation and assist with payment performance reporting.
- Assist the Deputy Accounts Payable Manager with the induction and training of new employees as appropriate.

### **Information and Reporting**

- Run and review ad-hoc reports as required including; un-approved invoices and outstanding credit note reports.
- Support in the creation and maintenance of the Accounts Payable Intranet page.

### **General Duties and Responsibilities**

- Carry out financial administration tasks appropriate to the job.
- Assist with other general duties of the section as and when required.
- Maintain a high-level quality service to the public in line with the policies and procedures of the City Council and initiate the Directorate complaints procedures when necessary.

Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Providing information and guidance to current and potential suppliers, service users and their representatives. Liaising with the provider of the Early Payment system relating to rebates and queries.	<b>Internal</b> Liaising with IT, Finance and Accounts Payable to implement and upgrade systems and processes. Progressing actions with colleagues and service areas to enable payments. Providing training and guidance on best practice to colleagues.
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## Standard information

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.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

<b>Job Evaluation Code</b>	P1339D
<b>Knowledge</b>	
IT systems including financial and MS Office	
Financial and Administrative procedures and processes	
<b>Skills and Abilities</b>	
High standard of data entry skills	
Ability to work on own initiative after initial training period	
Ability to spot anomalies and errors.	
Ability to identify and implement improvements to existing processes	
Ability to work as part of a team in a busy and pressurised environment	
Ability to prioritise and meet deadlines	
Effective communication skills – using telephone, e-mail, online meetings and in person	
Ability to combine accuracy, focus and speed to maintain performance targets whilst working under pressure	
<b>Experience</b>	
Experience of working as part of a team in a busy environment	
Experience of using IT and financial applications	
<b>Qualifications</b>	
To be literate and numerate	
<b>Special Requirements</b>	
Willingness to undertake training as required	
Working remotely	

<b>Date Created</b>	November 2022	<b>Date Reviewed</b>	November 2022
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