



Coventry City Council

Job Description

Post:	Accounts Payable Officer	Job Number:	A5806
Service:	Accounts Payable	Post Number:	
Location:	One Friargate	Grade:	4

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.

Job Purpose:

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 and Responsibilities:

1. 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 Council's No PO: No Pay Policy.
2. Prioritising urgent transactions, including those for the Council's Early Payment Programme, grants and utilities.
3. Inputting of supplier invoices, credit notes, sundry refunds and employee interim payments with accuracy and speed.
4. 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.
5. 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.
6. Setting up and approving critical periodic scheduled payments for vulnerable individuals.
7. Checking and approving manual payments entered on to the Council's Finance System for accuracy and duplications.
8. Giving guidance to colleagues on the appropriate use of CHAPS payments and updating the system after payment has been made.

9. 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.
10. 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.
11. Actively promoting and advising internal and external customers on the benefits of e-invoicing and the Council's Early Payment Programme.
12. 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.
13. Issue guidance and best practise to users on the Purchase Card system where required.
14. Run and review ad-hoc reports as required including; un-approved invoices and outstanding credit note reports.
15. Promote prompt payment principles across the organisation and assist with payment performance reporting.
16. Create and maintain the Accounts Payable section's process notes and guidance.
17. Support in the creation and maintenance of the Accounts Payable Intranet page.
18. Assist the Senior Accounts Payable Officer with the induction and training of new employees as appropriate.
19. Carry out financial administration tasks appropriate to the job.
20. Assist with other general duties of the section as and when required.
21. 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.
22. The post holder will be responsible and accountable for carrying out the duties and responsibilities of the post with due regard to the City Council's Equal Opportunities, Data Protection, EDI, Policies.
 - Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required: -

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to: Accounts Payable Manager

Date Reviewed: March 2022

Updated:



Coventry City Council

Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">IT systems including financial and MS Office
	<ul style="list-style-type: none">Financial and Administrative procedures and processes

Skills and Abilities:	<ul style="list-style-type: none">High standard of data entry skills
	<ul style="list-style-type: none">Ability to work on own initiative after initial training period
	<ul style="list-style-type: none">Ability to spot anomalies and errors.
	<ul style="list-style-type: none">Ability to identify and implement improvements to existing processes
	<ul style="list-style-type: none">Ability to work as part of a team in a busy and pressurised environment
	<ul style="list-style-type: none">Ability to prioritise and meet deadlines
	<ul style="list-style-type: none">Effective communication skills – using telephone, e-mail, online meetings and in person
	<ul style="list-style-type: none">Ability to combine accuracy, focus and speed to maintain performance targets whilst working under pressure

Experience:	<ul style="list-style-type: none">Experience of working as part of a team in a busy environment
	<ul style="list-style-type: none">Experience of using IT and financial applications

Educational:	<ul style="list-style-type: none">To be literate and numerate
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">

Special Requirements:	<ul style="list-style-type: none">Willingness to undertake training as required
	<ul style="list-style-type: none">Working remotely

Date Reviewed: March 2022

Updated: