

**PG**

**5371**

**Post Specification**

**Business Support**

|  |  |
| --- | --- |
| **Date** | **27th September 2015** |
| **Post Title** | Accounts Payable and Receivable Administrator  |
| **Role Profile** | **BS6** |
| **Final Grade** | **Grade 6** |

**To be read in conjunction with your role profile**

|  |
| --- |
| **Service Area (brief description)** |
| Pensions & Financial Services is part of the Finance Service within the Chief Executive’s directorate.  The section is responsible for managing the Councils Treasury; Insurance; Financial Services; (Accounts Payable / Receivable; Banking & VAT and Financial Systems). Acting on behalf of the Council in its role as the Administration Authority for the Cumbria LGPS it is also responsible for the management and operation of the Cumbria LGPS for all employers and members within the Fund. |
| **Purpose of this post**  |
| To provide business administrative support, internal and external customer engagement, and ensure effective delivery of financial controls for the Financial Services Team.  |
| **Key job specific accountabilities** (max 5) |
| 1. Review, plan and organise day to day workloads of the payment teams to ensure effective use of resource, and timely processing of payments. Act as escalation point for the payments team, liaising with internal and external customers and suppliers on non-standard issues. Processing of supplier payments using Council Financial Systems, (e.g. Accounts Payable and E-procurement) this involves database maintenance (e.g. inputting and revising supplier details) and checking invoice details against requisitions and purchase orders to ensure accurate and effective payment of invoices.
2. Resolve and review failed tasks and processes across Accounts Payable function e.g. remittance advices, and stopped and duplicate payments to suppliers. Authorise supplier detail changes in accordance with established procedures. Prepare and analyse E-proc system reports to identify mismatches and value reports. Identify receipting mismatches with requisitioners and suppliers, advising E-Proc staff in relation to system processing errors. Investigate and correct errors to General Ledger output, in liaison with Service Managers and other Finance Team Members. This will include the transferring and cancelling of payment errors in consultation with Directorates.
3. Provide support and advice to requisitioners, particularly the receipting of goods and services, ensuring outstanding goods received notes are kept to a minimum. Ensuring the correct application of VAT and sub-contractor taxation in processing supplier payments and raising of debts, involving the administration of HMRC sub-contractor taxation scheme. Provide information to assist the reconciliation of key control and suspense accounts within Team’s remit accurately and within the required deadlines.
4. Undertake prompt and accurate invoicing to customers and clients of the Council, and daily review of systems diary to identify overdue debts. Daily reconciliation of the Accounts Receivable ledger, involving the investigation of errors and exceptions and ensuring the correction of exceptions, including customer details.
5. Provision of monthly outstanding Accounts Receivable reports to Directorates. Answering queries in relation to the repayment of individual accounts as required. Undertaking telephone maintenance and pursuance of debt repayment, involving letter writing and negotiation of repayments. Preparation of write off schedules and advising Legal Services and Debt Collection agency in relation to overdue debt.

Please note annual targets will be discussed during the appraisal process |
| **Key facts and figures of the post** |
| Budget responsibilities | * None
 |
| Staff management responsibilities | * None
 |
| Other |  |
| **Post Specific - Qualifications, knowledge, experience and expertise** |
| * Educated to GCSE <C standard, with a demonstrable level of numeracy and literacy.
* Relevant working experience of office based working and administrative activities.
* Knowledge of creditors, e-procurement and computerised systems.
* Working knowledge of the application of VAT and sub-contractor taxation.
* Experience of compiling basic reports and collating information for management decision making.
* Working knowledge of the application of VAT and sub-contractor taxation.
* Moderate relevant working knowledge of accounting principles and procedures in relation to accounts payable and receivable processes and journal input and reconciliation.
* Moderate level of experience of negotiating with customers
* Understanding of debt recovery techniques
* Demonstrable telephonic communication skills – confident in dealing with customer queries

Desirable: * Knowledge of public procurement regulations.
* Knowledge of cash receipting systems.
* Basic knowledge of accounting principles and procedures.
* Knowledge of debtors computerised systems.
* Provision of training on computerised payment systems
 |
| **Job working circumstances (only include if additional JWCs apply)** |
| **Emotional demands** |  |
| **Physical demands** |  |
| **Working conditions** |  |
| Other Factors |
|  |