

Role Profile and Specification

Admin Officer

Service Area	Corporate Resources
Role Title	Exchequer Services Admin Officer
Location	Oxted/Agile
Reports to	Finance Improvement & Exchequer Services Manager
Salary/Grade	TA1
Duration/Hours	6 months/18 hrs per week

Service Area Purpose

The Exchequer function is a key area ensuring the payment of suppliers/payees and the collection of income is managed efficiently and effectively in line with existing best practice.

The service includes Accounts Payable, Accounts Receivable and Banking and Income. It is responsible for setting a strong culture of financial management, accountability and evidence-based decision making across the organisation.

Working together, Exchequer and the wider organisation will achieve:

- The best use of financial resources in meeting organisational objectives.
- A culture of accountability.
- High quality financial information and insight.
- Strategic and operational decision making, based on sound and credible financial analysis and insight.
- Effective use of tools, guidance, and systems.
- Strong relationships underpinned by mutually understood roles, constructive challenge and collaborative problem solving.

Job Purpose

To input payment transactions into Agresso to ensure that payments to suppliers/payees are completed promptly and effectively in accordance with Council policies, procedures, systems, and legislative requirements.

Support the Exchequer team in the processing of transactions and admin tasks associated with Accounts Payable, Accounts Receivable and Banking and Income.

Specific Responsibilities

- Input AP invoices, credit notes and payment requests received by the Council on behalf of all departments in accordance with agreed benchmark target.
- Maintain records and systems for designated service, accurately inputting and retrieving data as required and ensure that entries are kept up to date. Scan invoices and file them efficiently in line with departmental requirements.
- Assist with the correction of errors including checking for any duplicate or over-payments and initiate recovery action.
- Be a point of contact for queries from internal and external customers including suppliers and payees providing a high standard of customer service to ensure that queries relating to the payment of invoices, invoice requests, credit notes, returned BACS payments, remittances and changes to payment terms are resolved satisfactorily and within a reasonable timescale.
- Apply current business processes for data management relating to suppliers/payees including creating new supplier/payee accounts and entering supplier/payee bank details within agreed business rules and meets or exceeds customer requirements and expectations.
- Provide flexible support to other colleagues across the exchequer service. Supporting admin tasks across Accounts Receivable, Accounts Payable and Banking and Income to ensure all exchequer transactional activity is completed on time, within cost and quality targets.
- Carry out general office duties and administrative tasks as directed e.g., filing, photocopying, preparing spreadsheets, obtaining information, contributing to reports and returns and dealing with routine correspondence.
- Ensure data protection and data transit policies are strictly adhered to, raising any concerns with your manager.
- Carry out additional duties commensurate to the level of the role.

Person specification

Qualifications / Education

Essential
<ul style="list-style-type: none">• Good standard of general education required, including Maths and English and/or equivalent experience.

Experience

Essential	Desirable
<ul style="list-style-type: none">Worked in a similar role with a similar level of ownership and responsibility.	<ul style="list-style-type: none">Experience in Accounts Payable, Accounts Receivable and/or Banking and Income relevant processes and procedures.

Key Skills and Knowledge

Essential	Desirable
<ul style="list-style-type: none">Be a team player who can work in a flexible and supportive manner.Accurate numeracy skills with a basic level of excel skills.Experience of working in a busy environment, with good time management and organisational skills. <p>Collaborating and building relationships</p> <ul style="list-style-type: none">Listens actively and openly and communicates proactively with stakeholders. <p>Communication</p> <ul style="list-style-type: none">Communicates effectively and expresses opinions and information clearly, both verbally and in writing. <p>Core skills</p> <ul style="list-style-type: none">Ability to manage own time effectively and to work to deadlines. <p>Other</p> <ul style="list-style-type: none">Understanding of the broad requirements of the data protection principles.A commitment to equality and diversity.Commitment to continual self-improvement and professional development.	<ul style="list-style-type: none">Previous knowledge of working in local government