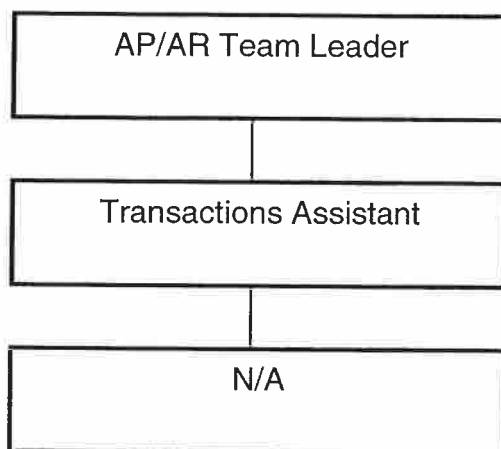




Job Description & Person Specification

Post Title	Transactions Assistant				
JE Reference	A2085	Grade	C+	SCP Range	

Reporting line:



Job Purpose:

To assist in the provision of an efficient transactions service (Accounts Payable, Accounts Receivable and Free Schools Meals) in accordance with statutory guidelines and Council requirements.

Relationships:

Accountable to: AP/AR Team Leader

Accountable for: N/A

General Contacts: Members of the Finance Team, other authority staff, Suppliers and Service Users

Key duties and responsibilities:

1. To assist the AP/AR Team Leader in the day to day provision of the AP/AR service, ensuring that procedures are carried out efficiently in accordance with contractual requirements.
2. The effective management of debtors accounts including raising invoices and credit notes.
3. To action and monitor accounts in arrears including the issue of recovery notices and monitoring bailiff referrals.

4. To update and maintain the direct debit and cash posting records including refunds and journals.
 5. To accurately match and input invoices.
 6. Checking and validating batches.
 7. Supplier database management.
 8. Deal with customer and client enquiries.
 9. Maintain effective liaison with other Sections and Directorates of the Council.
-

General/Corporate Responsibilities:

1. To undertake such duties as may be commensurate with the seniority of the post
 2. To ensure that the Council's corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
 3. To partake in the Council's and Directorate's staff training and development policies as well as the Council's system of performance appraisal
 4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
 5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.
 6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
 7. To ensure the highest standards of customer care are met at all times
 8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
 9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
 10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.
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POST TITLE	GRADE
Transactions Assistant	C+

NOTE TO APPLICANTS

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A.
	Essential	Desirable	
EXPERIENCE	<ul style="list-style-type: none"> • Experience of clerical work within a finance environment. • Experience of using Mainframe/PC applications. 		A, I
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Good oral and written communication skills. • IT literate can demonstrate experience of Microsoft Windows based applications. 		A, I
EDUCATION/ QUALIFICATIONS/ KNOWLEDGE	<ul style="list-style-type: none"> • Good standard of education. • Commitment to further training to improve skills. 	<ul style="list-style-type: none"> • NVQ Stage 2 or equivalent 	A, I C
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours. • Commitment to own continuous personal and professional development. • Strong team player, committed to an ethos of continuous improvement. • Willingness to be pro-active and contribute to achieving targets and objectives. 		A, I, C

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	<ul style="list-style-type: none"> • Good interpersonal skills. • Ability to work as part of a team. • Ability to work under pressure to achieve tight timescales 		
COMMITMENT TO EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • Commitment to equal opportunities and the ability to recognise the needs of different service users 	<ul style="list-style-type: none"> • Evidence of having completed training in equality and diversity awareness 	A,I
COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE	<ul style="list-style-type: none"> • Commitment to provide a customer-focussed service 	<ul style="list-style-type: none"> • Evidence of surpassing customer expectations or service targets / goals 	A,I

METHOD OF ASSESSMENT: (*M.O.A.)

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE
R = REFERENCE