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| **PURCHASE TO PAY OFFICER**  **Salary grade: HBC4** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – Keeping great service delivery at the heart of everything we do * Personal Growth – Learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring Leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Investment in your personal development * Free Car Parking at HBC sites * Flexible / hybrid working arrangements available * Car leasing schemes   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| About the Job | |
| The Purchase to Pay Officer will help ensure the efficient, accurate and prompt processing of orders and invoices**.** The post holder will also assist in the operation of the Council’s supplier early payment scheme and procurement card arrangements.  Other specific responsibilities include:   * Maintaining the Council’s supplier masterfile * Raising purchase orders via the Council’s purchase to pay system * Matching and processing purchase orders and invoices via the Council’s purchase to pay system * Ensuring that invoices and credit notes are correctly authorised, coded and input to the payments system * Carrying out daybook checks and identifying necessary corrections * Importing electronic payment files into the payments system * Processing payment runs to ensure prompt payment to suppliers, social care clients, and Housing Benefit claimants * Processing payment corrections, reversals, and cancellations * Assisting with the maintenance of Construction Industry Scheme (CIS) company records, the processing of CIS invoices, and the submission of CIS returns to HM Revenue & Customs * Responding to supplier queries relating to invoices due for payment * Providing advice and support to users of the systems involved in the purchase to pay function * Scanning and indexing of invoices and other documentation * Collating, analysing, and distributing data relating to the work of the team   Assisting as required in all other work of the team, including:   * Operation of the Halton Travel Desk * Co-ordination and monitoring the operation of the Purchase Card Programme * Co-ordination and reconciliation of credit card accounts * Liaising with the Council’s bank regarding account queries * Production and checking of data published under the Local Government Transparency Code * Monitoring the various team mailboxes ensuring that items are dealt with in a timely manner | |
| About You | |
| For this role, you’ll need to have experience of working in a financial role and a minimum of 5 GCSE’s (or equivalent) at grade 4 (grade C on previous grading system) or above, including English and Maths.  In addition, we are looking for candidates with the following attributes:   * An awareness of purchase to pay processes and procedures * Experience of using and inputting data into IT applications * Proficient in the use of Microsoft Office applications, including Word and Excel * A working knowledge of computerised financial systems * Practical experience of following set procedures to achieve targets * A sound knowledge of financial procedure rules * Experience of working to meet tight deadlines and able to prioritise workload. * Able to work under own initiative and as part of a team * Excellent communication, literacy, and numeracy skills * An awareness of General Data Protection Regulation requirements for processing and sharing data * Fluency Duty Requirements C1 - Effective Operational Proficiency / Advanced   The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. | |
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