



## **ROLE DESCRIPTION**

|                                  |   |
|----------------------------------|---|
| <b>Job Title</b>                 | Accounts Assistant (Payments & Receivables) |
| <b>Salary Band</b>               | SCP 16-19                                   |
| <b>Reporting to</b>              | Payments and Receivables Manager            |
| <b>Directorate</b>               | Resources                                   |
| <b>Service Area and sub area</b> | Finance                                     |
| <b>Team</b>                      | Payments and Receivables                    |
| <b>Political Restriction</b>     | N/A   |

### **1. Primary Purpose of the Post**

As an active member of the Payments and Receivables team, you will assist with invoice processing, resolving queries, system uploads and payment runs to enable the organisation to pay suppliers for goods and services and collect debts to ensure a positive cashflow.

### **2. Your responsibilities**

- Assist in the processing of invoices and credits through the payables and receivables ledger.
- Ensure all invoices—purchase and sales—are correctly coded, matched and appropriate VAT codes applied.
- Communicate effectively with internal and external stakeholders, resolving general enquiries via email or phone for both payments and receivables matters.
- Monitor and chase overdue debts.
- Assist in regular housekeeping duties in respect of the payables and receivables processes.
- Posting sales receipts into the receivables ledger.
- Processing BACS run for payments.
- Assist the timely posting of all transactions to allow accurate month end reporting.
- Undertake any other tasks commensurate with the grade as directed.

### **3. General Corporate Responsibilities**

- Support the implementation of the Liverpool City Region’s devolution agreement and wider strategic priorities
- Participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve effectiveness and efficiency of service delivery
- Support the achievement of corporate efficiency targets and initiatives



- Exemplify the corporate behaviours and maintain high ethical standards
- Compliance with all statutory requirements, standing orders and financial regulations of the organisation; ensuring all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the organisation’s safety plan

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

**4. Recruitment Plan**

Competency Based Interview

**PERSON SPECIFICATION**

**Job Title:** Accounts Assistant (Payments & Receivables)

| <b>Criteria</b>  |  |                       |
|--|--|-----------------------|
| <b>Qualifications and Training</b>   | <b>E = Essential<br/>D = Desirable</b> | <b>Identified By</b>  |
| AAT Qualified or actively working towards completing qualifications.<br><br>Evidence and commitment to continuous personal and professional development.                                   | <b>D</b>                               | <b>Qualifications</b> |
| <b>Experience and knowledge</b>  | <b>E = Essential<br/>D = Desirable</b> | <b>Identified By</b>  |
| Experience of Payable & Receivable functions.  | <b>E</b>                               | <b>A/I</b>            |
| Experience of working within a Finance environment.  | <b>E</b>                               | <b>A/I</b>            |
| Awareness of local government finance.   | <b>D</b>                               | <b>A/I</b>            |
| An awareness of the aims and objectives of the Liverpool City Region Combined Authority, its devolution agreement and its structures and relationships with constituent Local Authorities. | <b>D</b>                               | <b>A/I</b>            |
| <b>Skills and abilities</b>  | <b>E = Essential<br/>D = Desirable</b> | <b>Identified By</b>  |
| Ability to work accurately and demonstrate attention to detail.  | <b>E</b>                               | <b>A/I</b>            |
| Experience of use and interrogation of financial ledgers, ideally Agresso.   | <b>E</b>                               | <b>A/I</b>            |



|  |   |     |
|--|---|-----|
| Ability to plan, prioritise and organise own workload and to work to tight deadlines | E | A/I |
| Ability to work on own or as part of a team.   | E | A/I |
| Strong written and verbal communication skills                                       | E | A/I |
| Confident use and aptitude in the use of Information Technology                      | E | A/I |

| <b>Personal Attributes</b>   | <b>E = Essential<br/>D = Desirable</b> | <b>Identified By</b> |
|--|--|----------------------|
| Knowledge of the key issues facing the City Region                                       | D                                      | A/I                  |
| Flexible approach to working hours and willingness to work flexibly as and when required | E                                      | A/I                  |
| Understanding of equal opportunities   | E                                      | A/I                  |

**Key to Assessment Methods:**

|               |                 |
|---------------|-----------------|
| I – Interview | A - Application |
|---------------|-----------------|