

JOB DESCRIPTION (Generic)

Designation:	FINANCIAL TRANSACTIONS OFFICER	Grade:	SC5
Reports to (Designation): Financial Transactions Team Leader	Financial transaction Teal Leader	Grade:	PO3
Directorate:	CORPORATE SERVICES	Division:	Financial Services
Section: Finance			

Main purpose of job:

To provide professional, customer focused, efficient and effective financial transactional services to a range of stakeholders. To work with officers across the Council to ensure that appropriate financial controls are in operation including high volume and /or high value transactions. Ensuring all receipts or payments are dealt with professionally and in accordance with Audit recommendations and Financial Regulations.

Duties and responsibilities

- 1 To contribute to a first class Financial Transactional Service processing payments coming in and going out of the Council.
- 2 To be able to work to strict deadlines and timetables
- 3 Responsible for making and receiving payments to/from a wide variety of debtors and creditors
- 4 To contribute to the delivery of a wide range of financial processing functions by inputting data, validating data, analysing evidence and maintaining accurate and detailed records
- 5 To liaise with internal stakeholders across the Council (including, but not limited to, budget holders, team leaders and social workers) to ensure smooth running of the Financial Transactional Service
- 6 To liaise with, and provide good customer service to, external stakeholders (including, but not limited to, foster carers, suppliers of goods and services, PPF providers and other debtors and creditors) to facilitate the payment of invoices and / or the collection of payments. This should include taking a proactive approach to resolving any discrepancies.
- 7 To control and report on sensitive financial data, understanding appropriate levels of confidentiality and to operate accordingly.
- 8 To carry out regular reconciliations of financial records
- 9 To be recognised as technically proficient on a wide range of financial systems including an understanding of system interfaces.

- 10 To provide good general ad hoc and regular advice, relating to the transactional services function, to a range of internal and external customers, e.g. Council budget holders, junior members of staff, vulnerable service users and schools.
- 11 To understand legislative requirements, including HMRC and accounting codes of practice, standards and guidance and other related statutory and non-statutory guidance and to be able to apply this accurately within own work area.
- 12 To understand the council's financial regulations and be able to work within these.
- 13 To be prepared to adapt and contribute to new Council policies and procedures as required.
- 14 To participate in training and skills development programmes as appropriate and take a pro-active approach to personal development.
- 15 Contribute effectively to team, divisional and inter directorate working groups where required.
- 16 To be able to work under minimal supervision and proactively identify the need for additional or refined information and to prepare accordingly without instruction.

The list of tasks, processes and systems referred to above includes but is not limited to:

Processing Transactions Out (Payments) and Specialist Payments

- To process all payments made by the council using approved Council methods and financial systems (currently Oracle R12, ContrOCC, Liquid Logic (LCS), Tribal, prepaid cards, Post Office PayOut, BACS, Faster BACS, Paye.net and Axis Online Services)
- To process high volume/value payments made to a wide variety of internal and external creditors, i.e. current and former staff, suppliers of goods and services, foster carers, carers and care organisations, and to all external clients, both organisational and individual
- To process and record journals, virements and other associated entries to the financial system
- Creation and maintenance of supplier records.
- Import of issued Housing Benefit and Accounts Payable cheque files into the Cheque Reconciliation system.

Processing Transactions In (Income)

- To process all income received by the council via approved Council methods and financial systems (currently cheques, postal orders, card payments, Inter-bank transfers, Direct Debits, Standing Orders, PayPoint, Post Office, Bailiffs, Axis

Income Management, Axis Counter Receipting, Paye.net, TouchTone, Easy Mobile, Barcode Invoice generator, BACS, Capita Revenues (Council Tax) and Housing Benefits.

- To contribute to the provision of systems administrative support to both internal and external users for the above systems.
- Creation of Debtors accounts and liaising with budget holders to ensure accuracy of details.
- To process debtors account invoices using the accounts receivable system and carry out related administration.
- Processing write-backs and write-offs.
- Processing of transfer of fund.
- Import and export of daily bank files.

GENERAL

To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and core values

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

Assist in carrying out the Council's environmental policy within the day to day activities of the post.

Undertake other duties, commensurate with the grade as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled post holder.

This job description may need to be amended by the Directorate to meet the changing needs of the service.

PERSON SPECIFICATION

JOB TITLE: FINANCIAL TRANSACTIONS OFFICER
POST NO:

DEPARTMENT: Financial Services **GRADE: SC5**

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are any reasonable adjustments that can be made to enable you to do the job.

Equal Opportunities

Commitment to implement the Council's Equal Opportunities policy.

Awareness of Equal Opportunities issues. **(S)**

Professional Qualification(s)

None specifically required, but good general standard of education expected

Experience

Experience in financial processing within a large and complex organisation **(S)**

Experience of applying legislation, regulations and guidance (e.g. as relates to financial regulations, banking and accounting standards etc.)

Experience of communicating with a wide range of stakeholders

Experience of IT and e-payments systems

Knowledge

Knowledge of cash and cheque handling procedures in a Local Government or similar environment.

Understanding of Customer Care practices and service provision

Advanced knowledge of how to use computerised financial information systems and standard software packages (e.g. Oracle, Axis, CONTROCC, Excel, Word, etc.). **(S)**

Appreciation of finance budgeting and accountancy at a level appropriate to the job.

An understanding of legislation, regulations and statutory requirements in relation to financial transactions and processing.

Aptitude

Ability to provide effective advice and support at a level appropriate to the grade to external agencies, clients and their representatives, to ensure compliance with legislation and statutory guidance and to promote financial best practice **(S)**

Able to focus on attention to detail when required and also to understand some implications of potential courses of action

Able to take responsibility for own personal and professional development, ensuring that the technical knowledge and skills required to meet the demands of the post are kept up to date.

Ability to contribute to new systems and developments relating to the at least one of the following: Oracle financials, Axis systems, prepaid card and Post Office PayOut payments and CONTROCC functions. **(S)**

Skills

High standard of written and oral communication skills, and ability to communicate effectively with a wide range of people from within and outside the Authority

Ability to understand and apply complex legislation and guidance.

Personal qualities

Ability to deal with a pressurised work environment and work to strict deadlines

Committed, flexible and enthusiastic. Good at attention to detail and able to work quickly and accurately.

Physical

Generally candidates must meet standard Lewisham requirements for the post.