

## JOB DESCRIPTION

<b>Job Title</b>	Senior Payments Officer
<b>Salary Band</b>	24-26
<b>Reporting To</b>	Accounts Payable and Receivable Manager
<b>Political Restriction</b>	No

### 1. Primary Purpose of the Post

To work closely with the Accounts Payable and Receivables Manager covering all activities relating to creditors, matching invoices to purchase orders, BACS runs, procurement and prepaid cards, queries and problem solving and to deputize for the Accounts Payable and Receivable Manager in their absence.

### 2. Key Role Specific Responsibilities

- To undertake BACs payment runs.
- To undertake daily transactions and regular house keeping duties on the organisation's financial systems, specifically in respect of the purchase ordering and creditors modules.
- To assist in the development and testing of system developments in respect of the financial system.
- To undertake monitoring of purchase order and invoice processing performance and to provide targeted training to staff as required.
- To undertake system reconciliations.
- To assist in the allocation of work for the Accounts Assistant - Payments.
- To administer the Procurement and Prepaid Cards and act as the first point of contact for card users.
- To assist in the co-ordination and development of guidance notes for processes undertaken by the team.
- To undertake any other tasks commensurate with the grade as directed

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority'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

### PERSON SPECIFICATION

**SERVICE AREA:** Liverpool City Region Combined Authority/Finance

**JOB TITLE:** Senior Payments Officer

**GRADE:** 24-26

	CRITERIA	METHODS OF ASSESSMENT
<b>Qualifications and Training</b>	1. AAT Qualified (E) 2. Evidence and commitment to continuous personal and professional development. (D)	A
<b>Experience &amp; Knowledge</b>	3. 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. (E) 4. Experience of working in an accounts payable function (E) 5. A proven track record in assisting and participating in the establishment and delivery of high-quality work to deadlines. (E)	A/I  A/I A/I
<b>Skills/Abilities</b>	6. Excellent written and verbal communication skills. (E) 7. Strong interpersonal skills (E) 8. Ability to prioritise and manage own workload and to work to tight deadlines. (E) 9. Ability to engage and work with a range of professionals. (E) 10. Confident use and aptitude in the use of Information Technology. (E) 11. Extensive experience of use and interrogation of financial ledgers, ideally Agresso. (E) 12. Ability to work accurately and demonstrate attention to detail (E)	A/I A/I A/I A/I A/I A/I A/I
<b>Other</b>	13. Knowledge of the key issues facing the City Region (D) 14. Flexible approach to working hours and willingness to work flexibly as and when required. (E) 15. Evidence of quality, time management and organisational skills. (E) 16. Understanding of equal opportunities. (E)	A/I A/I A/I A/I