



Ipswich Borough Council
Job Description: **D73b**

Payments Assistant

Main Purpose of Job

To control the day to day running and integrity of the Council's Accounts Payable System (for which a full working knowledge of the system is required) and the Government Procurement Card System.

Main Duties

1. To undertake duties in relation to the Accounts Payable System, including –
 - Management of the Accounts Payable email inbox
 - Checking invoices are correctly submitted and properly completed in accordance with financial standing orders and comply with statutory requirements (eg. Construction Industry Tax Scheme (CIS) and VAT); and taking necessary action.
 - Registering of supplier invoices and applying the correct on-line distribution of invoices to the relevant service areas.
 - Ensuring all invoices are correctly authorised before payment is made.
 - Responsibility to ensure all CIS suppliers are verified and set up correctly in accordance with HMRC regulations and relevant deductions are made.
 - dealing with update/error reports.
 - Creation of new suppliers and maintenance of the master-file of supplier's details.

2. To undertake responsibility for the Accounts Payable payment run, including -
 - Carrying out all pre-payment run checks.
 - Running duplicate payment software and removal of duplicate/fraudulent payments
 - Ensure CIS calculations are carried out.
 - Update main financial system, once reasonableness checks have been performed.

3. Administering of the Government Procurement Card (GPC) System, including -
 - Setting up and training new users
 - Liaising with GPC software system provider
 - Intersection with procurement card provider on issues connected with GPC (including fraudulent transactions and card maintenance)
 - Data extraction of expenditure to the central financial system
 - Day to day issues, including - the issuing and cancellation of cards, card limit changes, locking/unlocking cards as appropriate, updating user/approver details and providing management information as required.
4. Investigating internal and external queries re payment in relation to the Accounts Payable and GPC functions.
5. Advises staff in all departments on matters relating to payments to suppliers etc (eg completion of input forms, timescales, options available).
6. Provides training to staff in all service areas in the use of the Accounts Payable and GPC systems.
7. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



Ipswich Borough Council

Person Specification

Accountancy Assistant

<u>ATTRIBUTES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u>
<u>Qualifications</u>	4 GCSE's including Maths and English or equivalent skills/experience		Application form / interview
Work related experience	Proven experience within an accountancy environment or related field		Application form / interview
Specialist knowledge		Knowledge of the Agresso integrated financial system	Application form / interview
Job Related Skills	<p>Computer skills: enter and retrieve data; email; keyboard skills. Working Knowledge of Microsoft Word/Excel/Outlook (or similar applications)</p> <p>Experience of solving complex numerical calculations</p> <p>Ability to work on own initiative</p> <p>Research and investigative skills</p>	Experience of designing and developing spreadsheets	Application form / interview
Personal skills	<p>Ability to communicate effectively both orally & in writing</p> <p>Ability to cope with a varied workload and unexpected demands</p> <p>Ability to demonstrate both initiative and flexibility within</p>		Application form / interview

	defined procedures		
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